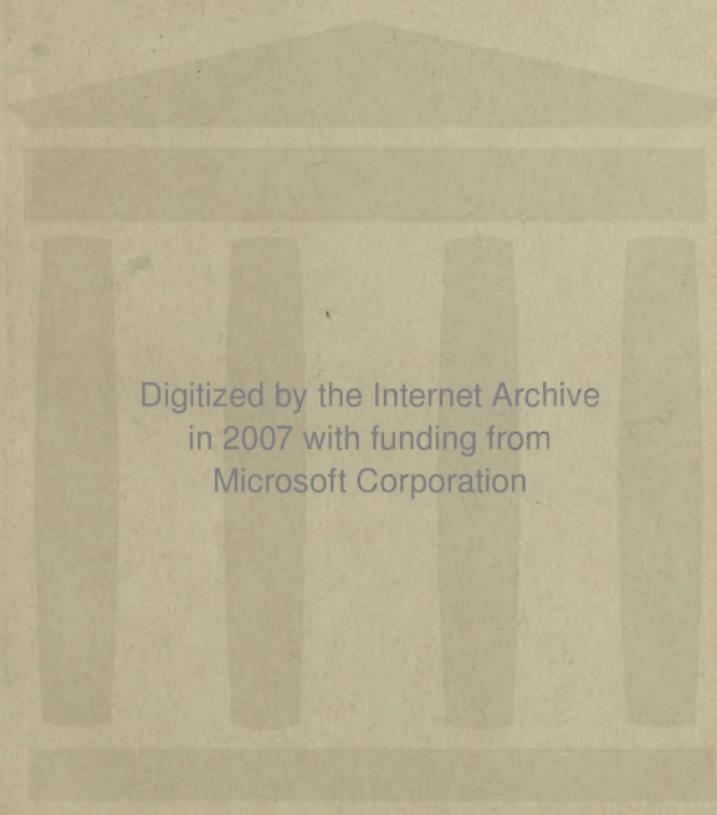


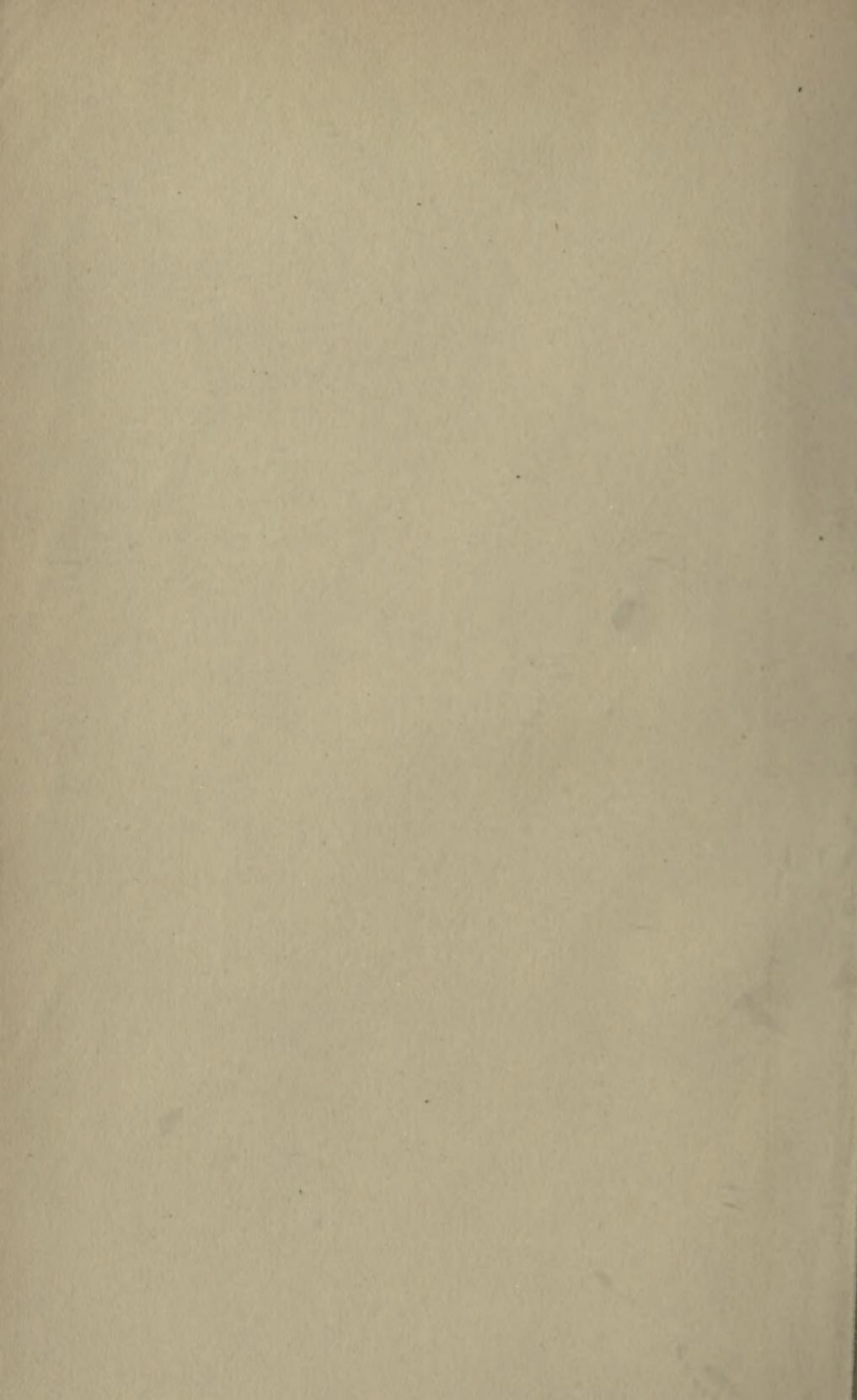
LESSONS IN  
PORTUGUESE  
COMMERCIAL  
CORRESPONDENCE

G. R. MACDONALD





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# LESSONS IN PORTUGUESE COMMERCIAL CORRESPONDENCE

BY

G. R. MACDONALD

ROYAL SOCIETY OF ARTS' FIRST PRIZEMAN AND SILVER MEDALLIST  
FOR PORTUGUESE AND OTHER EUROPEAN LANGUAGES. LECTURER  
IN MODERN LANGUAGES AT THE MUNICIPAL SCHOOL OF COMMERCE,  
MANCHESTER. AUTHOR OF "MANUAL OF SPANISH COMMERCIAL  
CORRESPONDENCE," ETC., ETC.

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## FOREWORD

THE constantly increasing importance of the Portuguese language, as a commercial medium between this country and Portugal and Brazil, is sufficient excuse for the publication of this small volume of commercial correspondence.

This work is intended primarily for students who are practically at the beginning of their studies in the language; the Lessons have, therefore, been rendered as simple as possible; firstly, by the selection of models which do not contain involved or intricate phraseology, and, secondly, by the copious foot-notes and explanations of difficult points of idiom or grammar.

The orthography of the Portuguese language is at present hardly so definitely fixed as that of Spanish or French, and it is not easy to lay down hard-and-fast rules regarding spelling. The use of the letters "s" and "z" is sometimes arbitrary, and one meets with "praso" and "prazo," "fasenda" and "fazenda," etc., etc. Also in the case of the letters "ph," the Portuguese have not yet adopted the Spanish reform of substituting "f" for "ph." Nevertheless, there is a tendency nowadays to write "fantasia" or "fantazia" rather than "phantasia."

There are many other little variations in spelling, such as the doubling of the "c" in certain words, *e.g.*, "aceitar" (*or* "acceitar"), "aceite" (*or* "acceite"), etc.

The plan followed in the present work has been to adopt the spelling which is most current among educated Portuguese or Brazilians.

One of the peculiarities of the Portuguese language is that which concerns the pronoun "you," which may be rendered in quite a number of ways, *e.g.*, Vossa Senhoria, Vossa Mercê, Vossa Excellencia; Vossé (more familiar); also o Senhor, or o Amigo. The general rule seems to be, in commercial correspondence, that Vossa Senhoria (abbreviated thus: V.S.<sup>a</sup>) is best used for Portugal, and Vossa Mercê (abbreviated to V.M.<sup>cê</sup>) for Brazil, but this rule is not strictly observed. Particularly in Rio de Janeiro the form of Vossa Senhoria is in current use.



## HINTS ON PORTUGUESE PRONUNCIATION

THE Portuguese alphabet has twenty-five letters, pronounced approximately in English as follows:—

<i>a</i>	pronounce ah	<i>n</i>	pronounce en-ne
<i>b</i>	„ bay	<i>o</i>	„ o
<i>c</i>	„ say	<i>p</i>	„ pay
<i>d</i>	„ day	<i>q</i>	„ kay
<i>e</i>	„ eh (or ay)	<i>r</i>	„ er-re
<i>f</i>	„ effe	<i>s</i>	„ es-se
<i>g</i>	„ zhay	<i>t</i>	„ tay
<i>h</i>	„ ahgah	<i>u</i>	„ oo
<i>i</i>	„ ee	<i>v</i>	„ vay
<i>j</i>	„ zhota	<i>x</i>	„ sheez
<i>k</i>	„ kah	<i>y</i>	„ ipsilon
<i>l</i>	„ eh-le	<i>z</i>	„ zay
<i>m</i>	„ em-me		

The letter *k* occurs only in a few words of Greek origin, such as: *kilogramma*, kilogramme. It is not really a Portuguese letter. There is no *w* in Portuguese.

The vowels are *a*, *e*, *i*, *o*, *u*, and *y*.

### The Vowels.

a: is sounded like "ah" in the word "father," as: *casa* (kah-sah), house. When at the end of a word its sound is not so long. It has also a closer sound in the first syllable of such words as *capital*, which is pronounced as in English, except that the stress of the voice falls on the last syllable in Portuguese words ending in a consonant.

e: in the majority of words is sounded like the English "a" in the word "fate"; as, *pé*, foot, *fé*, faith, pronounced as "pay" and "fay." It has a close sound in such words as: *ler*, to read; *rede*, net; *mesmo*, same. At the beginning of words, when followed by "s," "e" is

sounded very faintly or dully, as: *espero*, I hope; *estar*, to be. Also, at the end of words, "e" has a very faint, dull sound, as: *verdade*, truth.

i and y: These letters are pronounced like the English "e" in "me," or like the double "e" in "fee," etc.

o: This vowel has an open sound, like "o" in "for," in such words as: *nota*, note; *rosa*, rose, etc. It has a close sound like the "o" in "note," in such words as: *boa*, good; *ovo*, egg, etc. It is sometimes sounded almost like "oo" in "boot," generally at the end of words; *livro*, book: pronounce "leev-roo."

u: is sounded like "oo" in certain English words, as: *rua*, street; *tumulo*, grave. Pronounce: "roo-ah"; "too-moo-loo." Never pronounce like the English "u" in "union."

## The Consonants.

Pronounce the consonants as in English, with the following exceptions:—

c: When placed before "a," "o," "u," and the consonants "l," "r," it has the hard sound of "k," as: *casa*, house; (kah-sah). It is sounded like "ss" before "a," "o," "u," if marked with a cedilla, as: *caça*, chase, hunt (i.e., kah-sah).

ch: Pronounced like "sh," as: *chá*, tea (i.e., shah).

In some words derived from the Greek, "ch" sounds like "k," e.g., *machina*, machine (i.e., māh-keen-ah).

g: is sounded like the English "g," but before "e," "i," and "y," it is sounded like a soft "j," or like "s" in "pleasure." Example: *giro*, draft (i.e., zhee-roo).

h: is always silent.

j: Like the "s" in pleasure, or like the French "j." Examples: *hoje*, to-day. Pronounce: óh-zhay. *José*, Joseph. Pronounce: zhoh-say.

lh: Like "li" in the word "postilion." Examples: *melhor*, better. Pronounce: mehl-yohr. *Filho*, son. Pronounce: feel-yoo.

m and n: As in English. When "m" and "n" are found at the end of a syllable, they give the preceding vowel a nasal sound. Examples: *homem*, man; *bem*, well; etc. This cannot be represented in English letters, but students of French will be familiar with this sound.

nh: Like " ni " in the word " opinion." Example: *ninho*.  
 Pronounce: neen-yoo.

qu: Before " e " and " i," like " k " in English, thus: *quebrar*, to break (kay-brahr). In some words, like *frequente*, frequent, the " u " is sounded, as in English.

r: Is trilled more strongly than in English.

s: Is sounded as in English, but before a consonant and at the end of words it is slightly sounded, like " sh." Examples: *estou*, I am; *livros*, books, etc. Between two vowels, the " s " approaches somewhat the sound of " z," as: *amoroso*, loving; *mesa*, table.

x: The most frequent sound of " x " is that of " sh " in English, as: *queixa*, complaint; thus: kay-ee-shah. *Caixa*, case or box; thus: kah-ee-shah. It is sounded like " s " in *texto*, text; *pretexto*, pretext. Like " ss " in *trouxe*, brought; *proximo*, next. Like the English " x " in *complexo*, complex; *sexo*, sex.

Like " z " in *exame*, examination; *existir*, to exist; etc.

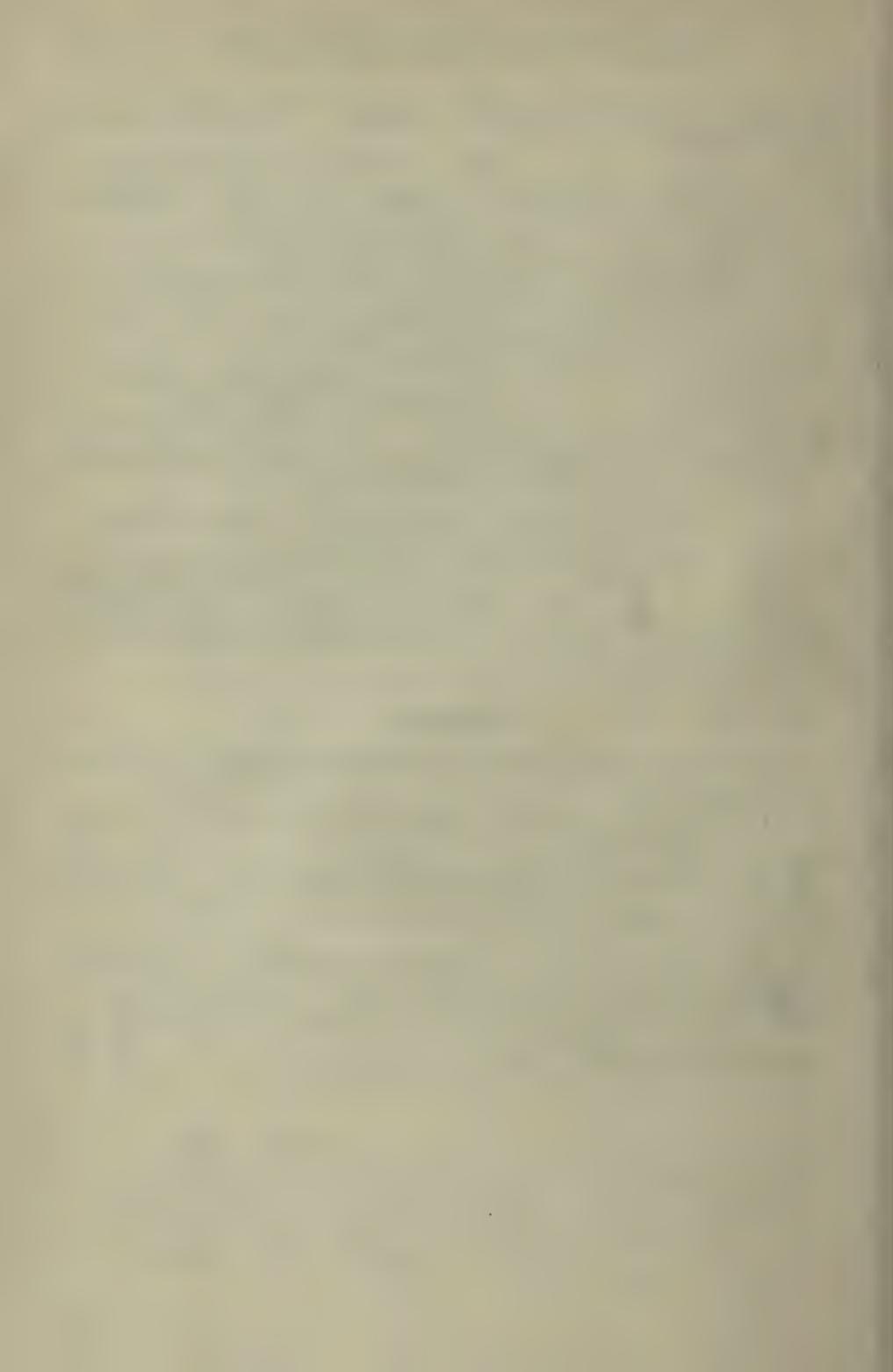
z: is sounded as in English. At the end of words, it is sounded more like the Portuguese " s."

### Accents.

The accents are the acute (') and the circumflex (^). These accents are used:—

1. On the last vowel of a word when this vowel bears the stress, as: *está*, he is, etc.
2. To distinguish between certain words which, although spelt alike, have different meanings, as: *por*, for; *pôr*, to put; *da*, of the; *dá*, he gives; etc.
3. To indicate certain contractions, as: *lér*, to read; *crêr* to believe; *á*, to the; for " *leer*," " *creer*," and " *aa*."

The tilde (~) is used to give the letters " a " or " o " a nasal sound, as: *não*, no; etc.



# PORTUGUESE COMMERCIAL ABBREVIATIONS

a/c . . . . .	a conta	Ir. <sup>o</sup> . . . . .	Irmão
aff.mo . . . . .	affectuosissimo	Jan., Jan. <sup>o</sup> . . .	Janeiro —
aff.to . . . . .	affecto	J.or . . . . .	Junior
Ag.to . . . . .	Agosto	kg. . . . .	kilogramma
am. <sup>o</sup> , am. <sup>os</sup> . . . . .	amigo, amigos	kilo . . . . .	kilogramma
att. <sup>o</sup> . . . . .	attento	£ . . . . .	libra(s) ester- lina(s)
á/v. . . . .	a vista	lb., lba.. . . .	libra
c. . . . .	centimo(s)	liq. <sup>ão</sup> . . . . .	liquidação
c/ . . . . .	conta	liq. <sup>o</sup> . . . . .	liquido
C., C.a, C.ia . . . . .	companhia	L.S.. . . . .	logar do sello
c/c . . . . .	conta corrente	m. . . . .	metro
c.f.s. . . . .	custo, frete e seguro	m/ . . . . .	meu(s), minha(s)
conhec. <sup>to</sup> . . . . .	conhecimento	m/c . . . . .	minha conta
consig. <sup>ão</sup> . . . . .	consignação	m.ca . . . . .	marca
cons. <sup>te</sup> . . . . .	constante	m/d. . . . .	mezes de data
cont. <sup>o</sup> . . . . .	conteudo	m/l. . . . .	minha letra
corr., corr. <sup>te</sup> . . . . .	corrente	m/o . . . . .	minha ordem
Cr. <sup>o</sup> , Cr. <sup>os</sup> . . . . .	criado, criados	m/s. . . . .	meu saque
c.ta . . . . .	conta	m.to . . . . .	muito
cts . . . . .	centimos	m/v . . . . .	mezes de vista
c/v . . . . .	conta de venda	n., N. . . . .	numero
D. . . . .	Dom, Dona	n/. . . . .	nosso(s), nossa(s)
Da . . . . .	Dona	n/c. . . . .	nossa conta
d/d. . . . .	dias de data	n/l. . . . .	nossa letra
desc. <sup>o</sup> . . . . .	desconto	N. <sup>o</sup> , N. <sup>ro</sup> . . .	numero
Dez., Dez. <sup>o</sup> . . . . .	Dezembro	n/o . . . . .	nossa ordem
dir. <sup>o</sup> . . . . .	direito	Nov., Nov. <sup>o</sup> . . .	Novembro —
do., d. <sup>o</sup> . . . . .	dito	n/s. . . . .	nosso saque
doc.to . . . . .	documento	% . . . . .	por cento
dup.do . . . . .	duplicado	o/. . . . .	ordem
dup.ta . . . . .	duplicata	obr.mo, obrig.mo .	obrigadissimo
duz., dz <sup>(s)</sup> . . . . .	duzia(s)	obr. <sup>o</sup> , obrig. <sup>o</sup> .	obrigado
d/v.. . . . .	dias de vista	Out., Out. <sup>o</sup> . . .	Outubro —
esq. <sup>o</sup> . . . . .	esquerdo	p., p. <sup>r</sup> . . . . .	por
etc., & . . . . .	etcetera, &c.	p. <sup>a</sup> . . . . .	para
Ex.a, Exc.a . . . . .	Excellencia	p.b. . . . .	posto a bordo
Ex.mo, Exc.mo . . . . .	Excellentissimo	p.c. . . . .	por conta
Exma. . . . .	Excellentissima	p.do . . . . .	passado
f.a.b. . . . .	franco a bordo	p.f. . . . .	proximo futuro
Fev., Fev. <sup>o</sup> . . . . .	Fevereiro	P.o B. <sup>o</sup> , P.o B. <sup>to</sup> .	peso bruto
F.o . . . . .	Filho	P.o L. <sup>o</sup> . . . . .	peso liquido
fr. . . . .	franco(s)	polleg. . . . .	pollegada
gen. <sup>l</sup> . . . . .	general	p. % . . . .	por cento
id. . . . .	ídem	p.p. . . . .	{ proximo passado por procuração porte pago
Ill. <sup>o</sup> , Ill. <sup>mo</sup> . . . . .	Illustrissimo		
Ill. <sup>os</sup> , Ill. <sup>mos</sup> . . . . .	Illustrissimos		

pr. <sup>o</sup> prox. <sup>o</sup>	proximo	s/o.	sua ordem
P.S.. . . .	post-scriptum, post-scripto	Sob. <sup>o</sup>	Sobrinho
p.v. . . .	proximo vindouro	Sort. <sup>a</sup>	sortimento
q. . . .	que	Sr.	senhor
q.m. . . .	quem	Sra., Sr. <sup>a</sup>	senhora
q.v. . . .	queira voltar	Srs., Sr. <sup>s</sup>	senhores
Rs., rs. . .	réis	s/s.	seu saque
rec. <sup>o</sup> . . .	recibido, recibo	T. <sup>a</sup>	tara
resp. <sup>a</sup> . . .	resposta	ton. <sup>a</sup>	tonelada
\$ . . . .	milréis, dollar	ult., ult. <sup>o</sup>	ultimo
s/ . . . .	seu(s), sua(s), sobre	V.	vossa mercê
S. <sup>a</sup> . . . .	Senhoria	V/	valor, vapor
s/c . . . .	sua conta	Ven.or, Ven.r	venerador
seg. te . . .	seguinte	V.E., V.Ex. <sup>a</sup>	Vossa Excellencia
Set., Set. <sup>o</sup>	Setembro	V.Exc. <sup>a</sup>	
S.E. ou O. . .	salvo erro ou omissão	Vm. <sup>c</sup> , Vm. <sup>cés</sup>	vossa mercê, vossas mercês
s/l. . . .	sua letra	vol.	volume
Snr., Sn.r . .	senhor	V.S. <sup>a</sup>	Vossa Senhoria
Snra., Snr. <sup>a</sup>	senhora	V.va.	Viúva
Snrs., Snr. <sup>s</sup>	senhores	VV. S.S.	Vossas Senhorias
		1 <sup>o</sup>	primeiro
		2 <sup>o</sup>	segundo

# GRADUATED PORTUGUESE COMMERCIAL CORRESPONDENCE

---

## LESSON I.

### Conversational Exercise.

1. Have you the invoice ?	Vm. <sup>cês</sup> têm a factura ?
2. The price is high.	O preço é alto.
3. The cloth is not pretty.	O panno não é bonito.
4. They have the coffee.	Elles têm o café.
5. What does this article cost ?	Quanto custa este artigo ?
6. It is too dear.	É caro demais.
7. It is too much money.	É muito dinheiro em demasia.
8. It is too late.	Já é tarde.
9. The quality is fair.	A qualidade é soffrivel.
10. We want a fair profit.	Desejamos um lucro regular.
11. The lace is in the case.	A renda está na caixa.
12. The packages are already on board.	Os volumes estão já a bordo.
13. Our terms are: Free on Board.	As nossas condições são: Posto a bordo.
14. We have not yet received the goods.	Ainda não temos recebido a fazenda.
15. Have you any stock in grey cloth ?	Vm. <sup>cês</sup> têm stock em panno crú ?
16. Where are the French merchants ?	Onde estão os commerçiantes francezes ?
17. I think they are on'Change	Creio que estão na Bolsa.
18. We prefer plain colours.	Preferimos as côres lisas.
19. They have just established a new house.	Acabam de estabelecer uma nova casa.
20. We are very busy at present.	Estamos muito ocupados ao presente.

### Beginning of Commercial Letters.

The rules appertaining to Portuguese commercial correspondence are very similar to those relating to English correspondence. Only one side of the paper should be written upon.

The address of the writer should be placed at the top right-hand corner, and the date of the letter immediately below, i.e., on a line with the town.

Small letters or capitals may be used for months in Portuguese, but the latter are more usual in commercial correspondence.

The forms, Dear Sir or Gentlemen, are rendered generally by: *Senhor e Amigo* and *Senhores e Amigos*, respectively; or these words may be reversed, thus: *Amigo(s) e Senhor(es)*.

These forms are usually abbreviated, thus: *Am.<sup>o</sup> e Snr.*, and *Am.<sup>os</sup> e Snr.<sup>es</sup>*.

The date is written as below:—

*Lisboa, em 14 de Junho de 19...*

or *Lisboa, a 14 de Junho de 19...*

or *Lisboa, 14 de Junho de 19...*

The words Mister and Messieurs, or Mr. and Messrs., are rendered in Portuguese by:—

*Illustrissimo Senhor*; and

*Illustrissimos Senhores*.

These are usually abbreviated thus:—

*Ill.<sup>mo</sup> Snr.* and *Ill.<sup>mos</sup> Snr.<sup>es</sup>*

Sometimes the word “*Illustrissimo*” is omitted, and the name written simply as: *Snr. João Bastos*, or *Snrs. J. Bastos e Cia.*, but it is more courteous to give this title, especially when writing to customers.

## Some Opening Phrases.

We have received your letter.	Temos recebido a sua carta.
We are in receipt of your favour.	Estamos de posse do seu estimado favor. <sup>1</sup>
We beg to acknowledge receipt of your esteemed favour.	Damos em nosso poder o seu prezado obsequio. <sup>2</sup>
We beg to inform you.	Temos o gosto de informar-lhes. <sup>2</sup>
Your letter to hand.	O seu prezado chegou a nosso poder.
We reply to your favour.	Respondemos á sua prezada. Damos resposta á sua prezada. . . .
In answer to your letter.	Em resposta á sua carta.
Your letter is before us. . . .	Temos presente o seu estimado. . . . Temos em nosso poder o seu estimado.
The object of the present is . . .	Tem por objecto a presente . . .
Your favour duly to hand.	Em seu devido tempo nos foi entregue a sua estimadissima. . . .
We confirm our last of . . .	Damos confirmação á nossa anterior de.
The present is to communicate to you. . . .	Serve esta de lhes participar . . .
We duly received your favour..	Recebemos a devido tempo a sua prezada de . . .
We have before us your favour . . .	Temos presente o seu prezado obsequio . . .
The contents of which we have noted.	De cujo conteudo ficamos scientes. A cujo conteudo prestamos atenção.

1. Favour, meaning "letter," is rendered in Portuguese by: *prezada* or *estimada* (*carta*); also by *estimado* or *prezado* (*favor* or *obsequio*). 2. "To beg." When the verb "to beg" means simply "to have to" or "to have the pleasure to," it is rendered in Portuguese by: *ter o gosto* (*honor* or *prazer*) *de*; or by the verb *permittir-se*, as: *permittimo-nos avisar*, we beg to advise. Also by *tomar a liberdade de*. Sometimes it is better to omit the verb "to beg" altogether, as: We beg to inform you, *informamos-lhes* . . .

We beg to acknowledge receipt of . . .

The object of the present is to . . .

The above are merely a few common examples. Many others will be found in the letters of this series.

## EXERCISE FOR TRANSLATION.

### 1. Circular re New Firm.

RIO DE JANEIRO, 20 de Março de 19..

ILL.<sup>MOS</sup> SNR.<sup>ES</sup> ALEXANDER WEBB & SONS,  
Leeds.

Temos o prazer de comunicar a V. S.<sup>as</sup> que conforme<sup>1</sup> contracto archivado<sup>2</sup> na Junta<sup>3</sup> Commercial sob o nº. 73235, organizamos uma sociedade solidaria<sup>4</sup> sob a razão de<sup>5</sup>—

Silva, Campos & C.<sup>a</sup>

com séde<sup>6</sup> a Rua Visconde Inhauma 68, para a importação e commercio de tecidos em geral<sup>7</sup>; da qual fazem parte,<sup>8</sup> Joaquim da Silva ex-socio<sup>9</sup> de Ferreira e C.<sup>a</sup>, Manoel de Campos ex-socio de Guimaraes e C.<sup>a</sup>, e Arminio Teixeira.

A longa practica e relações<sup>10</sup> adquiridas no ramo de negocio<sup>11</sup> a que nos dedicamos,<sup>12</sup> anima-nos a esperar<sup>13</sup> as prezadas<sup>14</sup>

1. *Conforme*, according to, in pursuance of. 2. *Archivado*, filed, recorded, on record. 3. *Junta*, meeting, assembly, board. *Junta de credores*, creditors' meeting. 4. *Sociedade solidaria*, solidary society or company. *Solidario* means: joint and several, therefore it may be rendered here as: individually and collectively responsible. 5. *Sob a razão de*, under the style (or title) of. Note also expressions with *sob*; *sob pretexto de*, under pretence of. *Affirmar sob juramento*, to declare upon oath. 6. *Séde*, see, seat; head-office. *Caixa matriz* is also used for "head-office." 7. *Tecidos em geral*, textiles in general; soft goods generally. 8. *Fazem parte*, form part. 9. *Ex-socio*, late partner. 10. *Relações*, relations, connections. 11. *Ramo de negocio*, branch of business (or trade); line of business. 12. *A que nos dedicamos*, to which we are devoting ourselves, in which we are engaged. 13. *Anima-nos a esperar*, encourages us to expect (or hope for). 14. *Prezadas*, esteemed, valued.

ordens de V. S.<sup>as</sup> para cumprimento das quaes<sup>15</sup> envidaremos<sup>16</sup> os nossos melhores esforços.

Rogamos tomarem nota de nossas assignaturas.<sup>17</sup>

De V. S.

Att.<sup>os</sup> Cr.<sup>dos</sup> Obg.<sup>dos</sup>

SILVA, CAMPOS & C.<sup>a</sup>

Joaquim da Silva assignará<sup>18</sup> .....

Manoel de Campos ....." .....

Arminio Teixeira ....." .....

15. *Para cumprimento das quaes*, in the execution of which. 16. *Envidaremos*, we shall employ or use. *Envidar* means literally "to set at hazard" or "to stake." 17. *Assignaturas*, signatures. 18. *Assignará*, will sign.

## 2. Firm Changed.

PARÁ, 10 de Maio de 19..

ILL.<sup>MO</sup> SNR. W. TURNER,  
Birmingham.

Senhor e Amigo,

A firma<sup>1</sup> que até hoje<sup>2</sup> se representava n'esta praça<sup>3</sup> sob a razão social de<sup>4</sup>

Botelho & C.

acaba de ser dissolvida<sup>5</sup> com a retirada<sup>6</sup> do socio<sup>7</sup> Snr. João Augusto Ferreira, embolsado de seus haveres sociaes<sup>8</sup>

Assumindo eu exclusivamente a gerencia<sup>9</sup> do negocio, até agora<sup>10</sup> exercido collectivamente,<sup>11</sup> levo isso a seu conhecimento,<sup>12</sup> pedindo a continuaçao de suas ordens.

Saudando-o respeitosamente subscrevo-me.<sup>13</sup>

De Vm.<sup>ce</sup>,

Am.<sup>o</sup> Obr.<sup>mo</sup>,

JOSÉ CARDOSO BOTELHO.

1. *A firma*, the firm. 2. *Até hoje*, until to-day, hitherto. 3. *N'esta praça*, in this town, here. 4. *Sob a razão social de*, under the title of. 5. *Acaba de ser dissolvida*, has just been dissolved. 6. *Retirada*, withdrawal, retirement. 7. *Socio*, partner. 8. *Embolsado de seus haveres sociaes*, reimbursed (paid up) his partnership money (or capital). 9. *Assumindo eu exclusivamente a gerencia*, (as) I am taking over exclusively (or on my own account) the management (or direction). 10. *Até agora*, up till now, hitherto. 11. *Exercido collectivamente*, exercised (or carried on) collectively. 12. *Levo isso a seu conhecimento*, I bring this to your knowledge, I acquaint you with this. 13. *Saudando-o respeitosamente subscrevo-me*, with regards, I remain.

## LESSON II.

### Conversational Exercise.

1. The market is very high.	O mercado está muito alto.
2. The prices are rather dear.	Os preços são assaz caros.
3. Do you like these designs ?	Vm. <sup>est</sup> gosta d'estes desenhos ?
4. Please reply by return of post.	Queira responder na volta do correio.
5. The goods are delivered.	A fazenda está entregue. <sup>1</sup>
6. Have they paid the duties ?	Têm pago os direitos ?
7. We have placed your order.	Temos collocado a sua encommenda.
8. The account is paid.	A conta está paga. <sup>1</sup>
9. The goods arrived in the Custom-House.	As fazendas chegaram na Alfandega.
10. The finish is very soft.	O preparo ( <i>or</i> acabamento) é muito brando ( <i>or</i> molle).
11. How do you like the making-up ?	Como acha Vm. <sup>est</sup> o arranjo ?
12. We think that this quality is the best.	Julgamos que esta qualidade é a melhor.
13. We have sold many pieces of this article.	Temos vendido muitas peças d'este artigo.
14. This house has placed the spot muslins.	Esta casa tem collocado a muselina com salpicos.
15. Please ship the muslin by the next steamer.	Façam favor de embarcar a cassa pelo proximo vapor.
16. The shades are very dark.	As cōres ( <i>nuances</i> <i>or</i> tons) son muito escuras.
17. We have found a mistake in the consular invoice.	Temos achado um erro na factura consular.
18. We have just established ourselves in this place.	Acabamos de estabelecer-nos n'esta praça.

1. Observe that the Past Participles of the verbs *entregar* and *pagar* are *entregue* and  *pago* respectively.

19. When will they be ready for shipment ? Quando estarão promptas para embarcar ?

20. We have sent the samples by registered post. Temos enviado as amostras por correio registrado (*or* registado).

### 3. Letter Announcing Death of Principal of a Firm.

BAHIA, 11 de Setembro de 19.

ILL.<sup>MOS</sup> SNR.<sup>ES</sup> WILLIAM TATE & SONS,  
Leeds.

Senhores e Amigos,

Cumpro o doloroso dever<sup>1</sup> de levar ao conhecimento de V. S.<sup>as</sup> o sentido<sup>2</sup> falecimento,<sup>3</sup> hontem, em Zurich, do respeitavel e prezado chefe<sup>4</sup> desta casa, Snr. Henrique Costa, que ha cerca de dois mezes<sup>5</sup> dirigio-se para<sup>6</sup> a Europa em procura de melhoras<sup>7</sup> á sua saude e que me honrava com a confiança da gerencia<sup>8</sup> de todos os seus negocios.

Com toda consideração subscrevo-me,

De V. S.<sup>as</sup>,  
Am.<sup>o</sup> Obg.<sup>o</sup> Cr.<sup>o</sup>,

PAULO DA SILVA.

11, Rua Cons. Dantas  
1º andar.<sup>9</sup>

1. *Cumpro o doloroso dever*, I fulfil the painful duty; it is my painful duty.  
 2. *Sentido*, felt, regrettable. 3. *Falecimento*, death, decease. 4. *Chefe*, chief, principal. 5. *Ha cerca de dois mezes*, about two months ago. 6. *Dirigio-se para*, repaired to. 7. *Em procura de melhoras*, seeing (in search of) improvements. 8. *Honrava com a confiança da gerencia*, honoured with the confidence of the management; say: entrusted with the management. 9. *Andar*, floor, storey.

#### 4. Offer of Services.

PARIS, 3 de Junho de 19..

ILL.<sup>mos</sup> SNRS. BALTHAZAR E RIOS,  
Lisboa.

III.<sup>mos</sup> Senhores,

Tenho a satisfacção de participar a V. S.<sup>as</sup> que, nesta data, estabeleci-me n'esta praça como casa de Commissões e Consignações, á rua . . . sob a minha firma individual:

João Guerreiro..

A bôa reputaçao de que goza<sup>1</sup> a sua prezada casa me faz desejar vivamente<sup>2</sup> encetar relações commerciaes<sup>3</sup> com V. S<sup>as</sup>, se fôr possivel. Tomo pois a liberdade de lhes offerecer os meus prestimos<sup>4</sup> para todas as compras que queiram fazer n'esta praça.

Possuindo longa practica de negocios, e estando desde muitos annos<sup>5</sup> em negociações commerciaes<sup>6</sup> com os principaes fabricantes e manufactureiros<sup>7</sup> d'esta e sempre ao facto das mais altas novidades,<sup>8</sup> sinto-me habilitado a bem cumprir<sup>9</sup> as suas prezadas ordens, no fornecimento<sup>10</sup> de diversos artigos nacionaes ou estrangeiros, assim como na propaganda e bôa collocação<sup>11</sup> dos seus productos n'este mercado.

Solicito e agradeço desde já<sup>12</sup> a preferencia de seus pedidos e consignações, e subscrevo-me com elevada estima e consideração,

De V. S.<sup>as</sup>,

Att.<sup>o</sup> Am.<sup>o</sup> e Cr.<sup>o</sup>,

JOÃO GUERREIRO.

1. *A bôa reputaçao de que goza*, the good reputation enjoyed by. 2. *Me faz desejar vivamente*, makes m<sup>o</sup> desire ardently; say: has encouraged me to hope. 3. *Encetar relações commerciaes*, to open business relations. 4. *Os nossos prestimos*, our services. 5. *Estando desde muitos annos*, having been for many years. Observe that, if the action described by a verb is still continuing at the time of speaking or writing, then the tense is present in Portuguese, although past in English. 6. *Em negociações commerciaes*, in commercial operations (or relations). 7. *Fabricantes e manufactureiros*, makers and manufacturers. 8. *Ao facto das mais altas novidades*, in touch with (informed as to) the latest novelties. 9. *Sinto-me habilitado a bem cumprir*, I feel capable of being able to fulfil satisfactorily. 10. *Fornecimento*, supply. 11. *Assim como na propaganda e bôa collocação*, as well as in the propaganda (or making known) and placement. 12. *Desde já*, forthwith.

## 5. Acknowledgment of Circular.

LONDON, 12 June, 19..

MR. JOSÉ CARDOSO BOTELHO,  
Pará.

Dear Sir,

We have just received<sup>1</sup> your esteemed circular of the 10th ultimo, and we note that the firm<sup>2</sup> of Botelho & Co. has been dissolved,<sup>2</sup> with the retirement of Mr. João Augusto Ferreira. The object of the present is to assure you<sup>3</sup> that you may always make use of<sup>4</sup> our services in this place, and we take this opportunity<sup>5</sup> of expressing to you our best wishes<sup>6</sup> for the future success<sup>7</sup> of your business.

We remain, dear Sir,

Yours faithfully,

CHARLES WEAVER & SONS.

1. We have just received, *acabamos de receber*. 2. The firm of . . . has been dissolved, *tem-se dissolvido a razão social*. 3. To assure you, *asseverar-lhes*. 4. Make use of, *servir-se* (or *utilizar-se*) *de*. 5. We take this opportunity, *proveitamos este ensejo*. 6. Our best wishes, *os nossos sinceros votos*. 7. The future success, *a bôa marcha* (or *o exito*).

## SOME TERMINATIONS OF LETTERS.

De V. S., Att.<sup>os</sup> Ven.<sup>rs</sup> e Cr.<sup>os</sup>.

Yours truly.<sup>1</sup>

De V. S.<sup>as</sup>, Att.<sup>os</sup> Ven.<sup>res</sup> e Cr.<sup>os</sup>.

Yours faithfully.

Seu attento (Att.<sup>o</sup>) venerador

Yours respectfully.

(V.<sup>dor</sup>) e Servo.

Somos com estima e respeito . . .

Yours very truly.

Firmamo-nos com estima . . .

We beg to remain, dear Sirs,  
yours faithfully.

Sem mais por agora, somos  
com muita estima . . .

Without more for the present,  
we remain, etc. . . .

Sem mais esta vez, subscree-  
vemo-nos . . .

Without anything further at  
present, we remain . . .

Ficamos com toda a estima . . .

We remain, dear Sir(s) . . .

1. The English renderings are not exactly translations of the Portuguese, as it is obviously impossible to give a correct word-for-word translation. The student will just use the Portuguese form where he would use the corresponding English form. Besides these examples, many further will be found in the letters of this series.

Somos com toda a consideração	We are, Gentlemen, . . .
Sempre ás suas ordens, . . .	Always at your service.
É quanto se nos offerece . . .	Without anything further to write about . . .
Sem outro motivo presente . . .	Without further for the present . . .
Entretanto, somos . . .	Meanwhile, we are . . .
No entanto, ficamos com a maior estima e apreço.	Meanwhile, we remain, etc. . .
Aguardando as suas notícias . . .	Awaiting your news . . .
Sendo quanto se nos offerece comunicar-lhes.	Without anything further to report . . .
Sem outro particular n'este momento . . .	Without more for the moment . . .
Aproveitamos esta occasião . . .	We avail ourselves of this opportunity . . .

## LESSON III.

### Conversational Exercise.

1. We beg to offer our services.	Offerecemos os nossos serviços.
2. I must obtain an allowance.	Devo obter uma bonificação.
3. There are some designs short.	Faltam alguns desenhos.
4. The broker has bought the india-rubber.	O corretor tem comprado a borracha ( <i>or</i> gomma elastica).
5. We are sending the parcel by registered post.	Enviamos o pacote sob registro do correio.
6. Please register all your letters.	Queiram registar todas as suas cartas.
7. I will bear your advice in mind.	Terei em vista o seu conselho.
8. These samples do not match the others.	Estas amostras não condizem com as outras.
9. They packed the goods in cases.	Têm encaixotado as fazendas.
10. We hope for a favourable result.	Fazemos votos para um resultado feliz.
11. The cambrics have cost much more.	A cambraia tem custado muito mais.
12. Have you any blotting-paper?	Vm. <sup>ê</sup> tem papel mata-borrão?
13. I am buying table-covers and shirtings.	Compro toalhas de mesa e panno para camisas ( <i>or</i> morim).
14. We are sending a complete set of samples.	Enviamos um mostruário completo.
15. The cashier has paid all the accounts.	O caixa ( <i>or</i> caixeiro) tempa todas as contas.
16. We are asking for information about this house.	Pedimos informações sobre esta casa.

17. We have granted a power of attorney to Mr. Branco  
18. Was that the lowest quotation?  
19. This customer does not like the pink colour.  
20. I do not want fancy articles.

Temos dado procuração ao Sr. Branco.  
Foi essa a ultima cotação?  
Este freguez não gosta da cõr rosa.  
Não necessito artigos de fantasia.

## 6. Letter of Introduction.<sup>1</sup>

LISBOA, 21 de Maio de 19..

ILL.<sup>MOS</sup> SNRES. BENITO MOURA E CA.,  
Londres.

Snrs. e Amigos,

Tomamos a liberdade de recommendar a sua attenção especial ao portador<sup>2</sup> da presente, o Snr. José Guimarães, filho do nosso amigo particular o Snr. Pedro Costa Guimarães, da casa respeitavel<sup>3</sup> de Guimarães e Costa, d'esta.<sup>4</sup> Esse moço vae a Inglaterra para estudar o commercio e para aperfeiçoar-se na lingua ingleza<sup>5</sup> que já elle falla bastante<sup>6</sup> bem.

Rogamos-lhes tiverem a extrema fineza<sup>7</sup> de dar ao nosso recommendado<sup>8</sup> os seus conselhos e apoio,<sup>9</sup> e se durante a sua estada<sup>10</sup> ahi succeder ter elle precisão de dinheiro,<sup>11</sup> pedimos a Vm.<sup>cês</sup> que lhe forneçam<sup>12</sup> por nossa conta todo o que elle lhes pedir, avisando-nos oportunamente para nosso governo.<sup>13</sup>

1. Letter of introduction, *carta de recommendação*. 2. *Portador*, bearer.  
3. *A casa respeitavel*, the respectable (well-known or established) house.  
4. *D'esta* (*praça* or *cidade* understood), of this town or place. 5. *Aperfeiçoar-se na lingua ingleza*, to perfect (or improve) his knowledge of the English language. 6. *Bastante*, fairly. 7. *A extrema fineza*, the great kindness. 8. *O nosso recommendado*, our protégé, our friend. 9. *Conselhos e apoio*, advice and assistance. 10. *Estada*, stay, sojourn. 11. *Se succeder ter elle precisão de dinheiro*, should he require any money. After *se* the Future Subjunctive is used, or the Present Subjunctive in some cases. Note the use of the Infinitive *ter* in this case, instead of: *se succeder que elle tenha*. 12. *Pedimos a Vm. cês que lhe forneçam*, we beg you to supply him with. Subjunctive after verbs of request, wish, etc. 13. *Para nosso governo*, for our guidance.

Estamos persuadidos<sup>14</sup> de que Vm.<sup>cês</sup> farão tudo o possivel<sup>15</sup> para ajudar o nosso amigo, tornando-lhe a sua estada n'essa capital tão agradavel como proveitosa.<sup>16</sup>

Ficar-lhes-hemos muito reconhecidos por<sup>17</sup> todos os favores que Vm.<sup>cês</sup> dispensem<sup>18</sup> ao nosso recommended, e rogamos-lhes que disponham com toda a franqueza dos nossos serviços<sup>19</sup> em caso dado.<sup>20</sup>

Somos com toda a consideração,

De Vm.<sup>cês</sup>,

Att.<sup>os</sup> Criados e Ven.<sup>res</sup>,

CARLOS GOMES E FILHO.

14. *Estamos persuadidos*, we are convinced. 15. *Vm. cês farão tudo o possivel*, you will do your best. 16. *Tornando-lhe a sua estada n'essa capital tão agradavel como proveitosa*, making his stay in your capital both pleasant and profitable. 17. *Ficar-lhes-hemos muito reconhecidos*, we shall be much obliged to you. 18. *Os favores que Vm cês dispensem*, the favours you may lend (or show). 19. *Disponham com toda a franqueza dos nossos serviços*, make use of our services freely (or with all frankness). 20. *Em caso dado*, in a given (or similar) case; in case of need.

## 7. Asking Information.

MANCHESTER, 26th July, 19..

MESSRS. MANOEL BARBOSA E IRMÃO,  
Oporto.

Dear Sirs,

We have been approached by<sup>1</sup> Messrs. José Carneiro e Ca., of Lisbon, late of<sup>2</sup> Oporto, with a request<sup>3</sup> to send them some of our goods forward,<sup>4</sup> and they have given us your name as a reference.<sup>5</sup>

We shall be pleased if you will kindly favour us<sup>6</sup> with particulars of the standing<sup>7</sup> of these friends, and let us

1. We have been approached by . . ., *têm-se dirigido a nos*; *têm-nos feito propostas*. 2. Late of, *antes de*. 3. With a request, *supplicando-nos*. 4. To send them . . . forward, *para lhes expedirmos* . . . 5. Have given us your name as a reference, *têm-nos indicado a sua respeitável casa como referencia* (or *para informações*). 6. We shall be pleased if you will kindly favour us with, *ficar-lhes-hemos muito obrigados* (or *agradecidos*) *se tiverem a bondade de fornecer-nos*. 7. Particulars of the standing, *algumas informações sobre a respectabilidade* (or *importância moral*).

know<sup>8</sup> if you consider their credit is good for<sup>9</sup> the sum of £1,000.

Any information with which you are good enough to favour us<sup>10</sup> will be treated in the strictest confidence,<sup>11</sup> and if at any time we are able to reciprocate this good office,<sup>12</sup> we shall be pleased to do so.<sup>13</sup>

We remain, dear Sirs,

Yours faithfully,

JAMES HARDWICK & SONS.

8. Let us know, *avistar-nos* (or *informar-nos*). 9. You consider their credit is good for, *V.S.<sup>as</sup> consideram que merecem* (or *valem*) *um credito de*. 10. Any information with which you are good enough to favour us, *toda informação que tiverem a bondade de fornecer-nos* (or *subministrar-nos*). 11. Will be treated in the strictest confidence, *tratar-se-ha sob a maior reserva*. (Note: The whole phrase might be changed thus—*V.S.<sup>as</sup> podem contar com a nossa maior descrição sobre toda informação*, etc.) 12. If at any time we are able to reciprocate this good office, *quando se oferecer uma ocasião em que possamos servir-lhes de modo igual*. 13. We shall be pleased to do so, *ser-nos-ha muito agradável*. (Note: This phrase might also be inverted thus: *Ser-nos-ha muito agradável quando se oferecer*, etc. . . .)

## 8. Letter of Credit in Favour of a Friend.

BAHIA, 26 de Agosto de 19..

ILL.<sub>MOS</sub> SNRES. BROWN, JONES & Co.,  
Liverpool.

Senhores e Amigos,

Formamos a presente com o objecto de abrir um credito<sup>1</sup> na sua respeitavel casa para o portador da presente, o Snr. Edmundo Fonseca, que recommendamos ao seu melhor acolhimento.<sup>2</sup> O dito amigo faz uma viagem de recreio<sup>3</sup> a Europa, e muito nos obsequiarião, se o recebessem amigavelmente.<sup>4</sup>

Rogamos-lhes tenham a bondade de entregar-lhe as quantias que elle precisar,<sup>5</sup> até a importancia<sup>6</sup> de £1,000

1. *Abrir um credito*, to open a credit. 2. *Recommendamos ao seu melhor acolhimento*, we recommend to your best (or kind) attention. *Acolhimento* means literally: reception, welcome. 3. *Uma viagem de recreio*, a pleasure trip. 4. *Muito nos obsequiarião, se o recebessem amigavelmente*, we should be greatly obliged if you would give him a favourable reception. 5. *Entregar-lhe as quantias que elle precisar*, deliver (hand over to) him the sums which he may require. 6. *Até a importancia de*, to the amount of.

(duas mil livras esterlinas), com deducção das despezas<sup>7</sup> e a troco de recibos em duplicado.<sup>8</sup> Queiram notar no dorso<sup>9</sup> d'esta carta os pagamentos feitos ao Snr. Fonseca, remetendo-nos os seus recibos, e indicando-nos o modo do seu reembolso.<sup>10</sup>

Estamos persuadidos de que cumprirão o nosso desejo<sup>11</sup> e agradecendo-lhes de antemão<sup>12</sup> tudo o que farão para o nosso recommendedo.<sup>13</sup> subscrevemo-nos com a maior estima e consideração,

De V. S.<sup>as</sup>,

Am.<sup>os</sup> e Cr.<sup>os</sup> Obr.<sup>s</sup>,

HENRIQUE COSTA E FILHO.

7. *Com deducção das despezas*, less charges. 8. *A troco de recibos em duplicado*, in exchange for (or against) duplicate receipts. 9. *Queiram notar no dorso*, kindly note on the back. 10. *Indicando-nos o modo do seu reembolso*, letting us know how you wish to be reimbursed. 11. *Estamos persuadidos de que cumprirão o nosso desejo*, we are persuaded (convinced) that you will carry out our wish. 12. *Agradecendo-lhes de antemão*, thanking you in advance. 13. *Tudo o que farão para o nosso recommendedo*, for all you will do for our protégé (or friend).

## LESSON IV.

### Conversational Exercise.

1. The manufacturer has spoiled some pieces. O fabricante tem deitado a perder algumas peças.
2. Some pieces were spoiled in the making. Algumas peças estragaram-se na fabricação.
3. We are in a position to offer you the best terms. Estamos no caso de offerecer-lhe as melhores condições.
4. You are very late, my friend. Vm.<sup>est</sup> vem muito tarde, meu amigo.
5. The shipper would not let us know the shipping-charges. O carregador não quiz fazer-nos saber as despezas de embarque.
6. How much did he gain on that purchase ? Quanto ganhou n'aquella compra ?
7. We are sorry we cannot accept your offer. Sentimos não poder annuir a sua offerta.
8. Please tell me when Mr. Bragas will be back. É favor dizer-me quando o Snr. Bragas estará de volta.
9. I shall be back by one o'clock. Estarei de volta á uma hora.
10. We shall do all in our power to assist you. Faremos quanto estiver em nosso alcance para ajudar-lhes.
11. The steamer departed (*or left*) last night. O vapor largou anoite.
12. What do you think of this style ? Que pensa d'esta classe ? Que lhe parece este genero ?
13. I think the quality is rather inferior. Acho que a qualidade é um pouco inferior.
14. What is the matter ? De que se trata ? Que é isso ?
15. They do a large hardware business. Fazem grandes negocios em quinquiaria (*or ferragens*).
16. The goods ought to have been forwarded sooner. As mercadorias deviam ter sido expedidas mais cedo.

17. We beg you to send on to him the enclosed letter.

18. This house enjoys a good reputation.

19. This article is not in request.

20. We wish to push the sale of wines.

Rogamos-lhes que lhe façam chegar a carta inclusa.

Esta casa goza de bôa reputação.

Este artigo não está em voga.

Desejamos promover a venda dos vinhos.

## 9. Application for Post as Clerk.

LISBOA, 6 de Junho de 19..

ILL.<sup>MOS</sup> SENHORES PIERRE BERNARD & CIE,  
Paris.

Ill.<sup>MOS</sup> Senhores,

Pelo Snr. Silva me consta que<sup>1</sup> V. S.<sup>as</sup> carecem de<sup>2</sup> um caixeiro<sup>3</sup> no seu escriptorio<sup>4</sup> que lhes faça<sup>5</sup> a sua correspondencia franceza e portugueza; tomo pois a liberdade de lhes offerecer o meu prestimo,<sup>6</sup> ficando convencido<sup>7</sup> de que V. S.<sup>as</sup> encontrarão em mim as habilitações necessarias para o fim<sup>8</sup> que desejam.

Conheço perfeitamente<sup>9</sup> os negocios commerciaes depois da larga practica que tenho tido no escriptorio<sup>10</sup> da casa de Pedro Morães e Ca. d'esta praça, e se V. S.<sup>as</sup> quizessem ter a bondade de admittir-me na sua casa,<sup>11</sup> posso asseverar-lhes que encontrarião em mim, além da<sup>12</sup> mais constante fidelidade, um vivo empenho de merecer<sup>13</sup> sempre a sua benevolia confiança.

Prompto a fornecer-lhes quaesquer informações<sup>14</sup> que puderem necessitar a meu respeito,<sup>15</sup> espero que V. S.<sup>as</sup> tenham

1. *Me consta que*, I am aware that, I hear that. 2. *V. S.<sup>as</sup> carecem de*, you are in want of. 3. *Um caixeiro*, a clerk, a cashier. 4. *Escriptorio*, office. 5. *Que lhes faça*, to undertake. 6. *O meu prestimo*, my services. 7. *Convencido*, convinced, satisfied. 8. *As habilitações necessarias para o fim*, the necessary qualifications for the post. 9. *Conheço perfeitamente*, I am thoroughly conversant with. 10. *Escriptorio*, office. 11. *Admittir-me na sua casa*, employ me in your house. 12. *Além da*, besides the. 13. *Um vivo empenho de merecer*, a great (lively) endeavour to deserve (or merit). 14. *Prompto a fornecer-lhes quaesquer informações*, ready (or willing) to furnish you with any information. 15. *A meu respeito*, regarding me.

a fineza de me honrarem com uma resposta em que me façam saber<sup>16</sup> a sua decisão.

Sou com a maior consideração,

De V. S.<sup>as</sup>,

Att.<sup>o</sup> Ven.<sup>dor</sup> e Cr.<sup>do</sup>,

CARLOS PINTO.

16. *Em que me façam saber*, letting me know, advising me of.

## 10. Letter of Condolence.<sup>1</sup>

MANCHESTER, 8th December, 19..

MESSRS. JOÃO CHAGAS E CO.,  
Bahia.

Dear Sirs,

It was with sincere regret that we learned of<sup>2</sup> the sudden death<sup>3</sup> of your esteemed partner,<sup>4</sup> and our very good friend, Senhor Paulo Chagas, and we hasten to express to you our deepest sympathy<sup>5</sup> in the great loss you have sustained.<sup>6</sup> The deceased gentleman<sup>7</sup> enjoyed the esteem of all who had the pleasure of coming into contact with him,<sup>8</sup> and his cheerful personality<sup>9</sup> and benevolent disposition will be greatly missed.<sup>10</sup>

We observe from your circular apprising us of<sup>11</sup> the death of Mr. Chagas, that this unfortunate event<sup>12</sup> will not alter in any way<sup>13</sup> the conduct of the business<sup>14</sup> of your esteemed firm.

We remain, dear Sirs,

Yours faithfully,

JAMES BARKER & SONS.

1. Letter of condolence, *carta de pesame*. 2. It was with sincere regret that, *foi bem a nosso pesar que*. 3. Sudden death, *a repentina morte*. 4. Partner, *socio*. 5. We hasten to express to you our deepest sympathy, *apressamo-nos a expressar-lhes o nosso mais profundo sentimento*. 6. The great loss you have sustained, *a grande perda que tiveram*. 7. The deceased gentleman, *o falecido*. 8. All who had the pleasure of coming into contact with him, *todos aquelles que tiveram o prazer de ter relações (or de tratar) com elle*. 9. His cheerful personality, *a sua alegre personalidade (o seu bom humor)*. 10. Will be greatly missed, *far o muita falta*. 11. Apprising us of the death, *que nos levou (or trouxe) a notícia (or que nos informou) do falecimento*. 12. This unfortunate event, *este desgraçado (or desafortunado) acontecimento*. 13. Will not alter in any way, *não alterará de nenhum modo*. 14. The conduct of the business, *a marcha dos negócios*.

## 11. Offers or Proposals.

PARIS, 20 de Maio de 19..

ILL.<sup>MOS</sup> SNRS. BRAGA FREITAS E CA.,  
Lisboa.

Senhores e Amigos,

Devemos ao nosso amigo<sup>1</sup> o Snr. João Chagas o seu endereço,<sup>2</sup> e tomamos a liberdade de escrever-lhes a presente, para lhes offerecermos os nossos serviços n'esta, caso que V. S.<sup>as</sup> tenham interesse<sup>3</sup> nos artigos d'esta procedencia.<sup>4</sup> Por este mesmo correio, em separado,<sup>5</sup> permittimo-nos<sup>6</sup> mandar-lhes um mostruário<sup>7</sup> de nossas classes especiaes e nossas ultimas novidades,<sup>8</sup> e confiamos em que V. S.<sup>as</sup> acharão alguns tecidos<sup>9</sup> que lhes convenham<sup>10</sup> para assim puderem<sup>11</sup> favorecer-nos com as suas prezadas encommendas.<sup>12</sup>

Sob os Nos.<sup>13</sup> 6325/28 mandamos-lhes algumas qualidades muito bôas de Cassa bordada,<sup>14</sup> e como estas fazendas acham-se em existencia,<sup>15</sup> julgamos que este é um ensejo excellente<sup>16</sup> para V. S.<sup>as</sup> de fazerem um ensaio<sup>17</sup> de nossos artigos, e ficamos certos de que V. S.<sup>as</sup> estarião muito satisfeitos do resultado da sua compra.<sup>18</sup>

Todos os preços e detalhes estão marcados sobre as amostras e V. S.<sup>as</sup> muito nos obsequiarão<sup>19</sup> utilizando-se do nosso prestimo,<sup>20</sup> na certeza da pontualidade que poremos na execução<sup>21</sup> de suas ordens.

Com a mais sincera estima subscrevemo-nos,

De V. S.<sup>as</sup>,

Amigos e Crds. Obgds.

CARLOS GOMEZ E C.

1. *Devemos ao nosso amigo*, we owe (or are indebted) to our friend. 2. *O seu endereço*, (for) your address. 3. *Caso que V. S.<sup>as</sup> tenham interesse*, in case you may be interested. 4. *Nos artigos d'esta procedencia*, in the articles from this place (or origin). 5. *Em separado*, under separate cover. 6. *Permittimo-nos*, we permit ourselves, we take the liberty, we beg to. 7. *Um mostruário*, a set of samples. 8. *Nossas ultimas* (or *mais altas*) *novidades*, our latest novelties. 9. *Confiamos em que V. S.<sup>as</sup> acharão alguns tecidos*, we trust you will find some cloths (or textiles). 10. *Que lhes convenham*, which may suit you. 11. *Para assim puderem*, so as to be able. 12. *Prezadas encommendas*, esteemed orders. 13. *Sob os Nos.* . . . . under Nos. . . . 14. *Cassa bordada*, embroidered muslin. 15. *Acham-se em existencia*, are in stock. 16. *Julgamos que este é um ensejo excellente*, we think this is an excellent opportunity. 17. *Um ensaio*, a trial. 18. *Compra*, purchase. 19. *V. S.<sup>as</sup> muito nos obsequiarão*, you will oblige us very much (by). 20. *Utilisando-se do nosso prestimo*, by making use of our services. 21. *Na certeza da pontualidade que poremos na execução*, in the certainty of the punctuality that we shall put in the execution; being assured that we shall use every care in the execution.

## LESSON V.

### Conversational Exercise.

1. He sent the parcel carriage paid.  
Mandou o pacote franco de porte (*or* porte pago).
2. Ten packages remain in stock.  
Dez volumes ficam em ser.
3. He is missed by everybody.  
Todos sentem a sua falta.
4. Many pieces are missing.  
Faltam muitas peças.
5. We are pleased to enter into relations with you.  
Folgamos de enceter relações com Vm.<sup>estes</sup>.
6. These pieces are in plain colour.  
Estas peças são de côr lisa.
7. There are only ten bales left.  
Sómente ficam dez fardos.
8. He is so busy that he has not a minute to spare.  
Elle está tão ocupado que não pôde dispensar um minuto.
9. We are sending the cases as soon as possible.  
Mandamos as caixas o mais de pressa possível.
10. We are far from wishing that.  
Estamos lonjes de desejar isso.
11. They meet their engagements.  
Satisfazem os seus compromissos.
12. I am pushing the delivery.  
Activo a entrega.
13. This line is a bargain.  
Esta verba é uma boa compra (*or* uma pechincha).
14. Our client prefers the colours red, blue, black, and green.  
O nosso freguez prefere as côres roxo, azul, preto, e verde.
15. Does he not like yellow, pink, brown and white?  
Não gosta de amarelo, rosa, moreno e branco?
16. We have no intercourse with that country.  
Nós nada fazemos com esse paiz.
17. We have established friendly intercourse with them.  
Temos estabelecido relações de amizade com elles.

18. This is no good. Isto não presta.  
 19. We are in a position to Podemos cotar-lhes os preços  
     quote you the lowest    mais chegados.  
 20. Kindly send the enclosed Queira fazer chegar a in-  
     on to its destination. clusa ao seu destino.

## 12. Letter Asking Information.

PARIS, 23 de Junho de 19..

ILL.<sup>MOS</sup> SENHORES JOSÉ FERREIRA E CA.,  
 Lisboa.

Senhores e Amigos,

Ficar-lhes-hiamos muito obrigados,<sup>1</sup> se Vm.<sup>cês</sup> tivessem a bondade de nos darem algumas informações<sup>2</sup> sobre a casa mencionada no papel inclusivo. A casa indicada<sup>3</sup> nos escreveu oferecendo-se a entrar em relações<sup>4</sup> com nós, e como se trata de fazer<sup>5</sup> um negocio bastante avultado<sup>6</sup> desejariamos saber as circunstancias em que se acha.<sup>7</sup> Queiram pois avisar-nos<sup>8</sup> o credito que esta casa merece,<sup>9</sup> e escusado é dizer-lhes<sup>10</sup> que podem contar com a nossa discrição<sup>11</sup> n'este sentido.<sup>12</sup>

Estamos persuadidos de que Vm.<sup>cês</sup> cumprirão o nosso desejo<sup>13</sup> e agradecemos-lhes de antemão<sup>14</sup> as informações que terão a bondade de fornecer-nos.<sup>15</sup>

Sirvam-se dispôr de nossos serviços<sup>16</sup> em casos similhantes com toda a franqueza,<sup>17</sup> e recebam a segurança da maior estima e apreço de estes,

Seus Ven.<sup>res</sup> e Crds. Ob.<sup>gds</sup>,

DENTELLE & Co.

1. *Ficar-lhes-hiamos muito obrigados*, we should be much obliged.
2. *Nos darem algumas informações*, to give us some information.
3. *A casa indicada*, the house in question (or mentioned).
4. *Offerecendo-se a entrar em relações*, offering to enter into relations.
5. *Se trata de fazer*, it is a question of doing.
6. *Bastante avultado*, rather large (or extensive).
7. *As circunstancias em que se acha*, how they are circumstanced (or situated); what their standing is.
8. *Queiram pois avisar-nos*, kindly, therefore, let us know.
9. *O credito que esta casa merece*, the credit which this house is worthy of (or merits).
10. *Escusado é dizer-lhes*, needless to say.
11. *Podem contar com a nossa discrição*, you may rely upon our discretion.
12. *N'este sentido*, in this connection, in this matter.
13. *Estamos persuadidos de que Vm.<sup>cês</sup> cumprirão o nosso desejo*, we are convinced (we feel sure) that you will meet our wish.
14. *Agradecemos-lhes de antemão*, we thank you in anticipation for.
15. *Fornecer-nos*, supply us with.
16. *Sirvam-se dispôr de nossos serviços*, kindly make use of our services.
17. *Com toda a franqueza*, quite freely.

## 13. Accepting Offer to do Business.

LEEDS, 16th May, 19..

MESSRS. VICENTE BRAGA E CA.,  
Lisboa.

Dear Sirs,

We duly received your favour of the 7th inst., and thank you for your esteemed offer<sup>1</sup> to do business<sup>2</sup> with us.

We are very willing<sup>3</sup> to enter into business relations<sup>4</sup> with your good selves,<sup>5</sup> and to do all in our power<sup>6</sup> to assist you.<sup>7</sup> In accordance with your request,<sup>8</sup> we have already opened a blank credit for you of<sup>9</sup> £5,000, as we are sure<sup>10</sup> that you will always reimburse us<sup>11</sup> on the stipulated dates.<sup>12</sup> Our terms are as follows:—<sup>13</sup>

1. For payments and sums collected here,<sup>14</sup>  $\frac{1}{4}$  per cent.; in other places,<sup>15</sup>  $\frac{1}{2}$  per cent. commission.

2. Interest *pro* and *contra*<sup>16</sup> to be reckoned at<sup>17</sup> 5 per cent. per annum.<sup>18</sup>

3. We shall reimburse ourselves<sup>19</sup> for our advances<sup>20</sup> in bills at one month date<sup>21</sup> from the day<sup>22</sup> of payment.

4. Postages and brokerage to be charged to<sup>23</sup> your good selves.

5. The accounts will be closed<sup>24</sup> every six months.

Should you find the above-mentioned terms convenient,<sup>25</sup> kindly let us know<sup>26</sup> by return of post.

Meanwhile,<sup>27</sup> awaiting your reply,<sup>28</sup> we remain, dear Sirs,

Yours truly,

WILSON BOND & SONS.

- Offer, *offereimento*.
- To do business, *de fazerem negócios*.
- We are . . . willing, *estamos promplos*.
- To enter into business relations, *a encetar relações commerciaes*.
- Your good selves, *V. S. as*.
- To do all in our power, *fazer tudo da nossa parte*.
- To assist you, *para os au auxiliar*.
- In accordance with your request, *conforme o seu desejo*.
- We have already opened a blank credit for you of, *desde já lhes abrimos um credito em branco de*.
- As we are sure, *ficando certos*.
- You will always reimburse us, *sempe nos reembolsarão*.
- On the stipulated dates, *nas epochas estipuladas*.
- Our terms are as follows, *as nossas condições são as seguintes*.
- For payments and sums collected here, *por pagamentos e importâncias cobradas n'esta praça*.
- Places, *praças*.
- Interest *pro* and *contra*, *juros reciprocos*.
- To be reckoned at, *calculam-se a*.
- Per annum, *no anno*.
- We shall reimburse ourselves, *nos reembolsaremos*.
- Advances, *adiantamentos*.
- Bills at one month date, *saques a um mês data*.
- From the day, *a contar do dia*.
- Postage and brokerage to be charged to, *portes e correagem vão por conta de*.
- The accounts will be closed, *as contas fechar-se-hão*.
- Should you find the above-mentioned terms suitable, *se as condições acima expostas convirem*.
- Kindly let us know, *queiram ter a bondade de no-lo avisar*.
- Meanwhile, *entretanto*.
- Awaiting your reply, *na expectativa de sua resposta*.

## 14. Letter Enclosing Order.

PARÁ. 27 de Março de 19..

SNRES. JAMES KING & SONS,  
Manchester.

Amigos e Snrs.,

Confirmo minha carta de Janeiro 27, sem nenhuma de Vm.<sup>res</sup><sup>te</sup>  
a responder.<sup>1</sup>Junto<sup>2</sup> um pedido que farão executar<sup>3</sup> como de costume,<sup>4</sup>  
mandando-o consignar<sup>5</sup> em Liverpool, sem seguro marítimo,<sup>6</sup>  
aos Snrs. Langstaff, E. & P., meus embarcadores<sup>7</sup> naquelle  
porto.<sup>8</sup>Saudando-os, répito-me,<sup>9</sup>De Vm.<sup>res</sup><sup>tes</sup>,Am.<sup>o</sup> Obr.<sup>o</sup>,

JERONYMO CARDOSO FERREIRA.

1. *Sem nenhuma de Vm.<sup>res</sup><sup>tes</sup> a responder*, without any of your (letters) to reply to. 2. *Junto*, I enclose. 3. *Farão executar*, you will have executed. Note that the English expression "to have a thing made or done" is rendered in Portuguese by *fazer* or *mandar*, followed by the Infinitive of the second verb, thus: to have made, *fazer* (or *mandar*) *fazer*; to have executed, *fazer executar*. 4. *Como de costume*, as usual. 5. *Mandando-o consignar*, having it consigned. 6. *Seguro marítimo*, marine insurance. 7. *Embarcadores*, shippers. 8. *Naquelle* (or *n'aquelle*) *porto*, in that port. 9. *Saudando-os, répito-me*, saluting you, I repeat myself; change to; with compliments, I remain, etc.

## Order Form.

VAPOR "AUGUSTINE."

No. 228.

Encommenda<sup>1</sup> aos Snrs. James King & Sons.....  
..... sob as condições seguintes:<sup>2</sup>*Expedição*<sup>3</sup> e seguro marítimo é feito por mim nesta praça.*Facturas* escriptas sómente de um lado do papel,<sup>4</sup> com clareza  
e sem borrões<sup>5</sup>

1. *Encommenda*, order. 2. *Sob as condições seguintes*, on the following terms. Observe that *sob*, which means "on" or "upon" is rarely found but in compound words, as: *sob pena*, under penalty, *sob color*, under pretext, etc. It is also found, however, in certain fixed expressions, such as: *sob a firma de*, under the name of; *sob o No. . . .*, under No. . . . 3. *Expedição*, expedition, despatch, shipment. 4. *Sómente de um lado do papel*, on one side of the paper only. 5. *Com clareza e sem borrões*, clearly and without blots (or erasures).

*Pagamento em cambiaes*<sup>6</sup> sobre Londres, Pariz, Berlim, e New York

Lenços brancos:<sup>7</sup>

500	dz <sup>s</sup>	18 $\frac{3}{4}$	a	18 $\frac{1}{2}$
300	„	14 $\frac{1}{2}$	a	15 $\frac{1}{2}$
200	„	18	a	18 $\frac{1}{2}$

Lenços crèmes Japoneses:<sup>8</sup>

50	„	No. 128
50	„	„ 130

PARÁ, 27 de Março de 19..

JERONYMO CARDOSA FERREIRA.

6. *Pagamento em cambiaes*, payment in bills of exchange (singular: *cambial*). 7. *Lenços brancos*, white handkerchiefs. 8. *Lenços crèmes Japoneses*, Japanese cream handkerchiefs.

## LESSON VI.

### Conversational Exercise.

1. They will do their best in your interests.	Farão como melhor enten- derem a bem de seus interesses.
2. I do not like this stock as it is.	Não gosto d'esta existencia tal qual.
3. Our principal trade con- sists of the purchase and sale of hides	O nosso principal commercio consiste na compra e venda de couros.
4. This is our busy season.	É a epocha em que estamos mais ocupados.
5. There is no great risk.	Não se corre grande perigo.
6. We shall carry out your instructions.	Cumpriremos pontualmente com as suas instruções.
7. We always buy for cash.	Compramos sempre a din- heiro de contado.
8. Kindly pack the goods in cases.	Queiram encaixotar as fazendas.
9. What does the packing in cases cost ?	Quanto custa o encaixota- mento ?
10. It does not pay me.	Isso não me faz conta.
11. They do not come up to our expectations.	Não correspondem ás nossas esperanças.
12. We have entered these two lines.	Temos registado estas duas verbas.
13. We make this offer with- out engagement.	Fazemos esta offerta sem compromisso. Fazemos esta offerta sem empenho ( <i>or</i> obrigação).
14. I do not wish to sell at a loss.	Não desejo vender com perda ( <i>or</i> com prejuizo).
15. We are engaged in stock- exchange business.	Dedicamo-nos a operações de cambio.
16. I hope my prices will in- duce you to give me the preference in your orders.	Espero que os meus preços o levarão a dar-me a pre- ferencia nas suas orders.

17. Our traveller is about to leave. O nosso caixeiro-viajante está a ponto (*or* em vesperas) de sahir.

18. The travelling expenses are very large. As despezas de viagem são muito grandes.

19. They will do business under the style of X & Co. Girarão debaixo da firma de X & Co.

20. Kindly report to us on this order. Queiram dizer-nos o que fôr occorrendo com esta encomenda.

## 15. Letter of Introduction.

LIVERPOOL, 2nd November, 19..

MESSRS. JOÃO MAGALHAES E CA.,  
Lisbon.

Dear Sirs,

This is to introduce to you<sup>1</sup> Mr. W. A. Silva Mattos, who is returning home<sup>2</sup> to Rio de Janeiro. His father is a partner<sup>3</sup> of the firm of Ferreira, Mattos e Ca., of Rio de Janeiro, who have been friends of ours<sup>4</sup> for very many years.<sup>5</sup> Mr. Mattos carries sufficient money to take him through to<sup>6</sup> Rio under normal conditions, but should he for any reason whatever<sup>7</sup> find it necessary to remain<sup>8</sup> in Lisbon more than a few days, he may be short of money,<sup>9</sup> in which case you might supply him with<sup>10</sup> any reasonable sums he may require.<sup>11</sup> By reasonable sums we mean<sup>12</sup> enough to pay his hotel bills<sup>13</sup> and any small incidental expenses.<sup>14</sup>

1. This is to introduce to you, *o portador da presente será* (*or recomendamos a sua attenção especial ao portador d'esta*). 2. Who is returning home, *de volta para casa* (*or que volta para o seu paiz*). 3. Is a partner of, *é socio de*. 4. Who have been friends of ours, *que são nossos amigos*. 5. For very many years, *desde ha muitissimos annos*. 6. To take him through to Rio, *para levá-lo directamente ao Rio*. 7. Should he for any reason whatever, *se por qualquer razão que seja*. 8. Find it necessary to remain, *julgasse necessario ficar*. 9. He may be short of money, *poderá ter precisão de dinheiro*. 10. You might supply him with, *pedimos a Vm.<sup>côs</sup> que lhe forneçam*. 11. He may require, *que pudesse necessitar*. 12. We mean, *queremos dizer*. 13. Hotel bills, *as contas de hotel*. 14. Incidental expenses, *despezas extraordinarias*.

If you can help him to obtain his passage<sup>15</sup> to Rio, you would do us a great favour,<sup>16</sup> as he is naturally not used to making<sup>17</sup> such long voyages alone.<sup>18</sup>

Thanking you in anticipation,<sup>19</sup> and trusting to be able to repay this service,<sup>20</sup>

We remain, dear Sirs,

Yours faithfully,

BECKETT, BEARD & Co.

15. Help him to obtain his passage, *ajudal-o a obter a sua passagem.*  
 16. You would do us a great favour, *far-nos-hião um grande favor; ficar-lhes-hiamos muito agradecidos.* 17. He is not used to making, *não e acostumado a fazer.* 18. Alone, *só.* 19. Thanking you in anticipation, *agradecendo-lhes de antemão.* 20. To repay this service, *retribuir-lhes este serviço.*

## 16. Consignment of Wool.

LONDRES, 24 de Junho, 19..

ILL.<sup>MOS</sup> SNRS. BRAGA, BARBOSA E CA.,  
 Lisboa.

Am<sup>cs</sup> e Snres,

Nos referimos a nossa ultima de 16 do corrente, e agora temos o prazer de lhes avisar que a bordo do vapor<sup>1</sup> "Minster," capitão James Black, carregamos<sup>2</sup> por nossa conta 100 fardos de lã escosseza,<sup>3</sup> cujo seguro provisório<sup>4</sup> de £3,000 terão V. S.<sup>as</sup> a fineza de executar. Logo que se tiver efectuado<sup>5</sup> o embarque d'esta lã, remetter-lhes-hemos o conhecimento e a factura, assim como<sup>6</sup> nossa especificação<sup>7</sup> do valor de cada volume para a insertação na apólice.<sup>8</sup>

Esperamos que esta remessa<sup>9</sup> terá uma bôa saída,<sup>10</sup> para assim nos animar a continuarmos<sup>11</sup> as nossas operações n'este artigo.

Ficar-lhes-hiamos muito agradecidos se tivessem a bondade

1. *A bordo do vapor*, on board the steamer. 2. *Carregamos*, we are shipping. 3. *Lã escosseza*, Scotch wool. 4. *Seguro provisório*, provisional insurance. 5. *Logo que se tiver efectuado*, as soon as . . . is effected. 6. *Assim como*, as well as. 7. *Especificação*, specification, note, list, statement. 8. *Insertação na apólice*, insertion in the policy. 9. *Remessa*, remittance, shipment. 10. *Terá uma bôa saída*, will have a ready sale. 11. *Nos animar a continuar*, encourage us to continue.

de participar-nos na volta do correio<sup>12</sup> a sua opinião em quanto a esta remessa, assim como os preços presentes<sup>13</sup> d'essa praça.

Sem mais por hoje, ficamos ás suas ordens e somos com estima e consideração,

De V. S.<sup>as</sup>,

Amigos Vr.<sup>es</sup> e Cr.<sup>os</sup>,

PETER JAMESON & CO., LTD.

12. *Na volta do correio*, by return of post. 13. *Os preços presentes*, the present prices, the prices ruling.

## 17. Order to Purchase Goods.

OPORTO, 27th July, 19..

MESSRS. FANCOURT & SONS,  
London.

Dear Sirs,

We are in receipt of<sup>1</sup> your favour of the 16th inst., and in reply we beg you to purchase for us,<sup>2</sup> and ship to us by the first steamer,<sup>3</sup> the goods mentioned at foot of the present.<sup>4</sup> Please insure them against all risks<sup>5</sup> for the amount of<sup>6</sup> your invoice, plus<sup>7</sup> 15 per cent. for imaginary profit.<sup>8</sup> For your reimbursement,<sup>9</sup> you will kindly draw on us<sup>10</sup> through<sup>11</sup> the B..... & T..... Bank, at sight,<sup>12</sup> with which Bank we have arranged that<sup>13</sup> your draft on us, with documents attached,<sup>14</sup> shall be accepted as cash,<sup>15</sup> discount and premium<sup>16</sup> being placed to our account.

Yours faithfully,

GREGORIO OSMA E FILHOS.

1. We are in receipt of, *estamos de posse de* . . . .
2. We beg you to purchase for us, *rogamos-lhes comprem por nossa conta*.
3. The first steamer, *o primeiro vapor*.
4. At foot of the present, *abaixo d'esta*.
5. Insure them against all risks, *segural-as contra todos riscos*.
6. For the amount of, *pela importancia de*.
7. Plus, *mais*.
8. Imaginary profit, *lucro* (or *beneficio*) *imaginario*.
9. For your reimbursement, *para reembolsar-se* (or *para o seu reembolso*).
10. Kindly draw on us, *queiram sacar sobre nós*.
11. Through, *por mediação de*.
12. At sight, *a vista*.
13. We have arranged that, *temos combinado* (or *tomado disposições*) *que*.
14. Attached, *juntos* (or *annexos*).
15. Shall be accepted as cash, *aceitar-se-há como dinheiro de contado*,
16. Discount and premium, *o desconto e o premio*,

## 18. Complaint on Faulty Goods.

RIO DE JANEIRO, 22 de Junho de 19..

ILL.<sup>MOS</sup> SNRS. FERREIRA COSTA E CA.,  
N'esta.<sup>1</sup>

Amigos e Snrs.,

Com a presente vimos comunicar-lhes<sup>2</sup> que, ao abrir<sup>3</sup> hoje a caixa 193 de fantasia bordada,<sup>4</sup> que compramos de V. S.<sup>as</sup>, verificamos que<sup>5</sup> a fazenda está todad efeituosa; e para constatar a nossa reclamação,<sup>6</sup> juntamos um pedaço<sup>7</sup> que cortamos de uma das peças.

Assim, para ficarmos com<sup>8</sup> essa mercadoria, precisamos que V. S.<sup>as</sup> nos façam uma bonificação,<sup>9</sup> pelo menos, de 5 por cento sobre o valor da factura,

Sem outro motivo nos firmamos com estima

De V. S.<sup>as</sup>

Amigos Attos. e Obros,

JOAQUIM MENDES E CA.

1. *N'esta*, in this place (or town), here, city. 2. *Vimos comunicar-lhes*, we come (i.e., we beg) to communicate to you. 3. *Ao abrir*, on opening. Note that the Preposition "on" before a Present Participle or Gerund in English, is rendered in Portuguese by *ao* followed by the Infinitive. 4. *Fantasia bordada*, embroidered fancies. 5. *Verificamos que*, we verify (or find) that. 6. *Para constatar a nossa reclamação*, to substantiate our claim. 7. *Um pedaço*, a piece, a bit. 8. *Ficarmos com*, to retain, to keep. 9. *Uma bonificação*, an allowance.

## LESSON VII.

### Conversational Exercise.

1. Our customer requires prompt delivery; so there is not a moment to lose.  
O nosso freguez exige prompta entrega; assim não ha um instante a perder.
2. He is looked upon as an honest man.  
É olhado como homem de bem.
3. We rely on you, therefore, to manage to cancel the contract.  
Contamos portanto que os amigos consigam annullar o contracto.
4. The book-keeper has made up the account.  
O guarda-livros tem fechado a conta.
5. We are studying single and double entry book-keeping.  
Estudamos a escripturação por partidas simples e por partidas dobradas.
6. He wants an open credit of £1,000.  
Deseja um credito em descoberto de £1,000.
7. We leave that to your choice.  
Deixamos isso á sua escolha.
8. Will you leave that to us (*or* our judgment)?  
V. S.<sup>a</sup> quer deixar isto ao nosso juizo?
9. We are sparing no effort to merit your confidence.  
Não pouparamos esforços no sentido de corresponder a sua confiança.
10. We hope you have arranged for the shipment of these goods.  
Esperamos que V. S.<sup>as</sup> tenham providenciado para o embarque d'esta fazenda.
11. They fulfil their engagements punctually.  
Cumprem pontualmente com os seus compromissos.
12. The late improvements have greatly increased the value of his estate.  
Os ultimos aperfeiçoamentos acrescentam muito valor aos seus bens.
13. My acquaintance with the market enables me to execute any order which my clients care to entrust to me.  
Os meus conhecimentos da praça collocam-me no estado de executar qualquer ordem com que os meus committentes me queiram honrar.

14. We apologize for the mistake. Pedimos desculpa pelo erro.

15. We are anxious to receive the silk ribbons. Temos empenho em receber as fitas de seda.

16. We offer you this into the bargain. Offerecemos-lhes isto ainda por cima (*or* de mais).

17. A bargain is a bargain. O dito dito. O que está feito está feito.

18. This cloth feels soft. Este panno é brando ao tacto.

19. He has a very good connection in that market. Tem uma bôa freguezia n'aquelle praça.

20. There is scarcely any demand. A procura é quasi nulla.

21. The dyes do not fade when washed. As tinturarias não desbotam ao lavar.

22. We shall keep to these terms. Cingir-nos-hemos a estas condições.

23. We have to call your kind attention to this point. Cumpre-nos chamar a sua benevola atenção para este ponto.

24. We want bookfold. Desejamos a dobra em livro.

25. Do you prefer dressfold or longfold ? Vmcê não prefere a dobra enfestada (*or* dobra francesa) ou dobra de toda a largura ?

## 19. Acknowledging Receipt of Goods.

PORTO ALEGRE, 15 de Junho de 19..

SENHORES PIERRE DUBOIS & CIE,  
Pariz.

Am.<sup>os</sup> e Snrs.,

Estamos de posse da<sup>1</sup> sua estimada carta de 18 do mes ppdo., acompanhando<sup>2</sup> a factura de doze caixas de fazendas diversas,<sup>3</sup> na importancia de<sup>4</sup> Fr. 11,385—, que lançamos ao haver<sup>5</sup> da sua conta.

1. Estamos de posse da, we are in receipt of the. 2. Acompanhando, enclosing. 3. Diversas, divers, various. 4. Na importancia de, to the amount of, amounting to. 5. Lançamos ao haver, we pass to the credit.

Agradam-nos<sup>6</sup> todos os artigos, á excepção das fitas<sup>7</sup> vindas<sup>8</sup> na caixa N.<sup>o</sup> 54, cujas côres são um tanto<sup>9</sup> desmerezidas,<sup>10</sup> tendo nós pedido expressamente<sup>11</sup> que estas fitas fossem de côres fixas<sup>12</sup> e bem vivas,<sup>13</sup> e por isso não podemos aceitá-las, a não ser para<sup>14</sup> vendê-las por sua conta.

Em 10 do corrente lhes enviamos encommenda de varios artigos, que pediamos nos remettessem<sup>15</sup> o mais de pressa possivel,<sup>16</sup> e com esta encommenda rogamos-lhes nos façam favor<sup>17</sup> de mandar tambem 100 peças de fita de velludo preto,<sup>18</sup> que por esquecimento<sup>19</sup> não vieram na sua ultima remessa.

Esperando a prompta expedição<sup>20</sup> d'esta encommenda, na qual contamos com<sup>21</sup> o seu maior zelo e attenção, confessamo-nos com toda a consideração e estima,

De Vm.<sup>cês</sup> muitos att.<sup>os</sup> veneradores.

MANOEL FERREIRA E FILHO.

6. *Agradam-nos*, we are pleased with. 7. *A excepção das fitas*, with the exception of the ribbons. 8. *Vindas* (which) came. 9. *Um tanto*, somewhat, slightly. 10. *Desmerezidas*, faded, without colour. 11. *Expressamente*, especially. 12. *Côres fixas*, fast colours. 13. *Bem vivas*, very bright. 14. *A não ser para*, unless to. 15. *Pediamos nos remettessem*, we asked you to send to us. 16. *O mais de pressa possivel*, as soon as possible. 17. *Rogamos-lhes nos façam favor*, we beg you to do us the favour. 18. *Velludo preto*, black velvet. 19. *Por esquecimento*, by an oversight (or inadvertence). 20. *Expedição*, shipment. 21. *Na qual contamos com*, in which we rely upon.

## 20. Regarding Delivery of Order.

BIRMINGHAM, 5th January, 19..

MESSRS. CARLOS TEIXEIRA E C.,  
Lisbon.

Dear Sirs,

We have your favour of the 2nd ultimo, *re order*<sup>1</sup> W/X.327, and have increased<sup>2</sup> this to 150 cases or 750 dozen in all.<sup>3</sup>

We do not know when we can give you delivery of any portion,<sup>4</sup> as steel supplies have been cut off<sup>5</sup> almost entirely for<sup>6</sup> the last two months, and as you may know the steel-rollers

1. *Re order*, quanto á encommenda (or pedido). 2. Increased, aumentado. 3. . . . dozen in all, . . . duzias ao tudo. 4. Any portion, alguma parte. 5. Steel supplies have been cut off, se têm cortado os suprimentos (or abastecimentos) d'áço. 6. For, durante, em.

are out on strike<sup>7</sup> in the Sheffield district. We are very anxious to give you<sup>8</sup> some to go on with,<sup>9</sup> and you may depend upon it that<sup>10</sup> as soon as we have an opportunity<sup>11</sup> of putting the order in hand,<sup>12</sup> we will do so.<sup>13</sup>

Yours faithfully,

BENNET ROSS & Co.

7. The steel-rollers are out on strike, os laminadores estão em greve. 8. We are very anxious to give you, desejamos vivamente dar-lhes. 9. Some to go on with, alguns para encher as primeiras necessidades. 10. You may depend upon it that, V. S.<sup>as</sup> podem contar com que. 11. As soon as we have an opportunity, logo que tivermos uma oportunidade (ocasião or ensejo). 12. Of putting . . . in hand, de por em mão (trabalho or execução). . . . 13. We will do so, já-lo-hemos.

## 21. Sending Order for Various Goods.

BAHIA, 11 de Janeiro de 19..

SNRS. JOHN WILSON & SONS,  
Manchester.

Am.<sup>os</sup> e Snr.<sup>s</sup>,

Confirmo minha ultima carta de 29 de Dezembro p.p.,<sup>1</sup> e nãc tenho favor de Vm.<sup>c  s</sup> a responder.

*Encommenda.* Envio-lhes uma ordem para 4 caixas de tecidos,<sup>2</sup> que peço executar<sup>3</sup> com toda attenção e urgencia. Se f r preciso<sup>4</sup> esperar 6 mezes, queiram cancellar<sup>5</sup> as ordens. Eu desejo comprar em b as condic  es<sup>6</sup> e barato, pois n o preciso de prazo<sup>7</sup> de 6 mezes; posso-lhes pagar sem demora.<sup>8</sup> Queiram informar-se da minha firma ao<sup>9</sup> L. and B. Bank, e B. Bank of S.A., para melhor conhecimento<sup>10</sup> de minha firma.

Com estima sou,

De Vm.<sup>c  s</sup>,

Am.<sup>o</sup> e Cr.<sup>do</sup> Obr.<sup>o</sup>,

JOAQUIM COSTA.

1. *p.p.*, abbreviation for *proximo passado*, last month, ultimo. 2. *Tecidos*, tissues, textiles, cloths. 3. *Peço executar*, I beg (you) to execute. 4. *Se f r preciso*, if (it were) necessary. 5. *Cancellar*, to cancel. 6. *Em b as condic  es* on good terms. 7. *N o preciso de prazo*, I do not require any credit. 8. *Sem demora*, without delay. 9. *Informar-se da minha firma ao*, inform yourselves (inquire) about my firm through . . . 10. *Para melhor conhecimento*, for better knowledge, for further information.

## 22. Pushing Deliveries.

Accuso-me de posse<sup>1</sup> de seus estimados favores de 1, e 22 de Março p.p., de cujos dizeres fico sciente.<sup>2</sup>

O fim da presente<sup>3</sup> é chamar sua attenção para as entregas das mercadorias que lhes tenho comprado e que estão muito atrazadas,<sup>4</sup> por exemplo:<sup>5</sup>—

70	peças <sup>6</sup>	24	pollegadas <sup>7</sup>	60	jardas <sup>8</sup>	Cassa branca. <sup>9</sup>
30	"	"	"	40-50	"	Fantasia <sup>10</sup> S.1126.
198	"	22	"	40	"	Chitas. <sup>11</sup>

Peço-lhes pois toda urgencia n'estes sortimentos que já deviam<sup>12</sup> estar aqui na Bahia ha muito tempo.<sup>12</sup>

1. *Accuso-me de posse*, I am in receipt.
2. *De cujos dizeres fico sciente*, of whose observations I take note; of which I take note of the contents.
3. *O fim da presente*, the object of the present.
4. *Estão muito atrazadas*, are very late (or behindhand).
5. *Por exemplo*, for example.
6. *Pecas*, pieces.
7. *Pollegadas*, inches.
8. *Jardas*, yards.
9. *Cassa branca*, white muslin.
10. *Fantasia*, fancies.
11. *Chitas*, chintzes, prints.
12. *Já deviam estar aqui . . . ha muito tempo*, ought already to have been here a long time; were due to arrive here a long time ago.

## LESSON VIII.

### Conversational Exercise.

1. The dye of that silk comes off (runs). Esta seda distinge.
2. That cloth has a beautiful dye. Esse panno é d'uma bella côr.
3. Salary is no object. Nao se faz questão do ordenado.
4. This house will be solely engaged in home produce. Esta casa ocupar-se-ha exclusivamente de productos do paiz.
5. This shipment has not come up to our expectation. Esta remessa não tem correspondido á nossa esperança.
6. We hope shortly to send you a shipment of dressed hides. Dentro em pouco esperamos mandar-lhes uma remessa de couros curtidos.
7. Kindly send us 200 bags of rice at your earliest convenience. Queiram mandar-nos 200 sacas d'arroz na primeira occasião.
8. To my great regret I had to do that. Foi bem a meu pezar que tive de fazer isso.
9. I had hard work to get it. Bem me custou a alcançá-lo.
10. That has nothing to do with the quality. Isso nada tem que ver com a qualidade.
11. They were engaged in that enterprise (*or concern*). Tinhham-se empenhado n'essa empreza.
12. We trust the weight will not exceed 54 grammes. Esperamos que o peso não exceda de 54 grammas.
13. He cancelled the order on account of your price being too high. Annullou o pedido na razão por ser o seu preço demasiado elevado.
14. We regret to have to tell you this. Sentimos ter que lhes dizer isto. Custa-nos dizer-lhes isto.

15. Our traveller is on his way to your town. O nosso caixeiro-viajante está em viagem para essa praça.

16. We require fancy make-up (*or* dressing). Precisamos o arranjo enfeitado.

17. I count myself happy in having been able to please you. Julgo-me feliz de os ter agradado.

18. Please use our services freely. Rogamos-lhes que disponham com toda franqueza dos nossos serviços.

19. We hope to be able to reciprocate them. Esperamos poder retribuir-lhes com outros eguaes.

20. This article is very saleable. Este artigo tem bôa saída.

21. They enjoy a ready sale. Gozam de saída immediata.

22. He has made over to me the management of his house. Me tem encarregado da direcção da sua casa.

23. The house will continue on the old footing. A casa continuará no seu antigo pé.

24. You must not exceed this figure. Vm.<sup>ões</sup> não devem ultrapassar esta cifra.

25. Your prices are very low, but the quality leaves much to be desired. Os seus preços são muito baixos, porém a qualidade deixa muito a desejar.

### 23. Enclosing Sale-Note.

LEEDS, 17th January, 19..

MESSRS. HENRIQUE SOUZA E C.,  
Rio de Janeiro.

Dear Sirs,

We duly received your favour of the 8th December, and have pleasure in enclosing herewith<sup>1</sup> sale-note corresponding<sup>2</sup> to the goods ordered by your good selves.<sup>3</sup> Kindly accept

1. In enclosing herewith, *em acompanhar-lhes* annexo. 2. Sale-note corresponding, *conta de venda correspondente*. 3. Your good selves, *V. S.<sup>as</sup>*.

our best thanks<sup>4</sup> for this order, the execution of which<sup>5</sup> is having our most careful attention.<sup>6</sup>

As you will notice,<sup>7</sup> the prices of the Coloured Nainsook<sup>8</sup> have gone up<sup>9</sup> considerably. There is also an increase<sup>10</sup> in the Plain Sateens.<sup>11</sup> We have not hesitated in booking<sup>12</sup> your orders, as we see no prospects<sup>13</sup> of cheaper prices for a very long time,<sup>14</sup> and it is quite probable<sup>15</sup> that prices may go higher still.<sup>16</sup>

We trust you will approve of what we have done,<sup>17</sup> and meanwhile beg to remain, dear Sirs,<sup>18</sup>

Yours faithfully,

BARKER, SONS & DOBSON.

4. Our best thanks, *os nossos agradecimentos*. 5. The execution of which *cuja execução* (or *desempenho*). 6. Is having our most careful attention, *merece a nossa melhor* (or *mais cuidadosa*) *attenção*. 7. As you will notice, *conforme V. S.<sup>as</sup> notarão*. 8. Coloured nainsook, *o nanzouch de obr.* 9. Have gone up, *têm subido*. 10. An increase, *um aumento* (or *acrescimo*). 11. Plain sateens, *setim liso*. 12. We have not hesitated in booking, *não temos hesitado* (or *receiado*) *em collocar* (or *registrar*). 13. We see no prospects, *não vemos perspectivas* (or *não temos esperanças*). 14. For a very long time, *por muitissimo tempo*. 15. It is quite probable, *é muito provável* (or *até é provável*). 16. May go higher still, *subam ainda mais*. 17. You will approve of what we have done, *aprováraõ o nosso proceder*. 18. We beg to remain, dear Sirs. (Do not attempt to give a literal translation, but rather select one of the Portuguese letter-endings as given in previous examples, or on pages 9 and 10.)

## 24. Acknowledging Samples.

RIO DE JANEIRO, 27 de Agosto de 19..

SRS. H. GRANDSON & Co.,  
Bradford.

Am.<sup>os</sup> e Sr.<sup>s</sup>,

Accuso em meu poder<sup>1</sup> seus estimados favores de 13 de Maio e 2 de Junho p. passado.

*S/Debito £0 . 3 . 2*, valor 4 Março 19..., pelo abatimento em fretes<sup>2</sup> durante o primeiro semestre<sup>3</sup> do anno passado.

*Amostras*. Já recebi as que me enviaram, deixo porém de occupal-as<sup>4</sup> agora fazendo<sup>5</sup> alguma encommenda, porque

1. *Accuso em meu poder*, I beg to acknowledge receipt of. 2. *Abatimento em fretes*, rebate in freights. 3. *Semestre*, half-year. 4. *Deixo porém de occupal-as*, I refrain, however, from making use of them. (Note: *deixar* followed by *de* is generally equivalent to a negative, e.g., *Deixou de vir*, he did not come, he failed to come.) 5. *Fazendo*, making, in order to make.

além dos negócios terem diminuido<sup>6</sup> ultimamente, a industria nacional tem invadido muito<sup>7</sup> o mercado, de sorte que<sup>8</sup> as fazendas estrangeiras estão deixando de ter<sup>9</sup> a mesma procura<sup>10</sup> de outros tempos.

Com estima sou,

De Vm.<sup>cts</sup>,

Am.<sup>o</sup> e Cr.<sup>o</sup> M.<sup>to</sup> Obr.<sup>o</sup>,

JOSÉ DA CUNHA.

6. *Além dos negócios terem diminuido*, besides business having fallen off.  
 7. *Tem invadido muito*, has invaded a great deal; has entered largely into.  
 8. *De sorte que*, so that. 9. *Estão deixando de ter*, are failing to have; are not enjoying. 10. *Procura*, demand, request, vogue.

## 25. Order to Buy Wool.

PARIS, 24th November, 19..

MESSRS. BEAR BROS. & Co.,  
 London.

Dear Sirs,

We have before us<sup>1</sup> the circulars of the London brokers, from which we find that<sup>2</sup> the last wool auction<sup>3</sup> this year begins on<sup>4</sup> the 7th of December, and that among the different sorts there will be<sup>5</sup> some thousands of bales<sup>6</sup> from New Zealand.<sup>7</sup> We hope to buy cheap this time,<sup>8</sup> and beg you to get our small order for about 150 bales executed<sup>9</sup> through<sup>10</sup> Messrs. Bond & Brown. These friends will recollect<sup>11</sup> what quality<sup>12</sup> they sent us last year. The wool must be as light as possible,<sup>13</sup> long-stapled,<sup>14</sup> and, of course,<sup>15</sup> free from<sup>16</sup> burs, the price about<sup>17</sup> 1s. 6d., which is the highest we can go to.<sup>18</sup>

1. We have before us, *temos presentes*. 2. From which we find that, *segundo as quaes*. 3. Wool auction, *leilão de lã*. 4. Begins on, *começará*. 5. There will be, *se oferecerão*. 6. Some thousands of bales, *uns milhares de ballas*. 7. New Zealand, *Nova Zelandia*. 8. We hope to buy cheap this time, *esperamos comprar* (or *conseguir*) *esta vez a bons preços*. 9. Beg you to get . . . about 150 . . . executed, *rogamos-lhes que façam comprar para nós uns 150 . . .* 10. Through, *por mediação de*. 11. Will recollect, *hão de lembrar-se*. 12. What quality, *qual foi a qualidade*. 13. The wool must be as light as possible, *a lã ha de ser da mais leve possível*. 14. Long-stapled, *de pello comprido*. 15. Of course, *naturalmente*. 16. Free from burs, *livre de bardanas* (or *nós*). Translate simply: *completamente limpa*. 17. The price about, *ao preço de . . .* 18. Which is the highest we can go to, *sendo este preço o mais elevado que pudermos pagar*.

When replying,<sup>19</sup> you might kindly furnish us with some information with regard to<sup>20</sup> the present state of your woollen market.<sup>21</sup>

Relying on your zeal in the execution<sup>22</sup> of our order,

We remain, dear Sirs,

Yours truly,

T. DUBOIS & CIE.

19. When replying, *ao respondernos, na sua resposta.* 20. With regard to, *respeito de.* 21. Your woollen market, *esse mercado de lã.* 22. Relying on your zeal in the execution, *contando com o seu zelo na execução.*

## 26. Asking for Invoice.

RIO DE JANEIRO, 29 de Maio de 19..

Aos SNR.<sup>s</sup> H. CORTRIGHT & SONS,  
Leeds.

Amigos e Senhores,

*Caixa 506 pelo vapor "Camoens."*

Rogamos o obsequio de nos remetterem, com toda a urgencia, factura commercial da caixa acima designada,<sup>1</sup> pois que até hoje não chegou ao nosso poder<sup>2</sup> e está-nos fazendo muita falta.<sup>3</sup>

Afim de prevenir estes extravios<sup>4</sup> é de toda a conveniencia<sup>5</sup> que sempre nos enviem 2<sup>as</sup> vias claras<sup>6</sup> pelo correio immediato ao da remessa<sup>7</sup> dos originaes.

Ficamos com estima e apreço,

De V. S.<sup>as</sup>,

Amigos e Cr.<sup>dos</sup> Obr.<sup>ds</sup>,

AFFONSO PEREIRA & CIA.

1. *Acima designada*, above-mentioned. 2. *Até hoje não chegou ao nosso poder*, has so far not reached us. 3. *Está-nos fazendo muita falta*, we are urgently in need of it. 4. *Afim de prevenir estes extravios*, in order to prevent these losses (or invoices going astray). 5. *É de toda a conveniencia*, it is very advisable. 6. 2<sup>as</sup> (segundas) vias claras, clear (or legible) second copies. 7. *Correio immediato ao da remessa*, by the post immediately after the sending.

## LESSON IX.

### Conversational Exercise.

1. I am always informed of the very latest novelties. Estou sempre ao facto das mais altas novidades.
2. We leave the terms to you. Deixamos ao seu juizo a indicação das condições.
3. Kindly apply for information to Messrs. B. & Co. Tenham a bondade de se informarem com os Snrs. B. & C.
4. We wish to oblige you. Queremos ser-lhes agradaveis.
5. Let me know if the place is still vacant. Queira avisar-me se o lugar ainda esteja de vago.
6. Kindly supply him (with funds) up to the amount of £..... Queiram fornecer-lhe até a importancia de £.....
7. You will pay us by instalments, deducting your expenses. Vm.<sup>caso</sup> pagar-nos-hão em ratas deduzindo as suas despezas.
8. It affords us great pleasure to recommend to you Mr. T. Para nos é de grande prazer recommendar-lhes o Sr. T.
9. You may safely do business with them. Pódem fazer negocios com elles sem perigo.
10. He has made over the management of his house to his son. Tem passado a seu filho a gerencia de sua casa.
11. He is looking for new markets (of consumption) for the productions of his mill. Vai procurando novos mercados de consumo para os productos da sua fabrica.
12. Such a sudden revival of business could not have been anticipated. Não se podia prever uma tal repentina reanimação no negocio.
13. The maker wishes to keep his hands (workmen) going. Deseja o fabricante continuar a empregar os seus obreros.

14. It is fully expected that these goods will rise in price shortly. É muito de crêr que estas fazendas subam brevemente de preço.

15. He is desirous of doing business on a larger scale. Quer fazer negocios em mais vasta escala.

16. Please let us know the mode of your repayment. Queriam fazer-nos saber o modo do seu reembolso.

17. Send us a copy of the receipts. Mandem-nos um exemplar dos recibos.

18. I am quite at your service. Estou ao seu dispôr.

19. We had to make a compulsory sale. Tivemos de fazer uma venda forçada.

20. If you require me, let me know; do not stand on ceremony. Se precisar de mim, mande-me prevenir; não faça cerimonia.

21. You may depend entirely on me. Pôde descansar inteiramente em mim.

22. We call your kind attention to the delay in deliveries. Chamamos a sua benevolá attenção para o atraso em que se acham as entregas.

23. Needless to repeat to you that I am at your disposal. Excusado é repetir-lhe que estou á sua discreção.

24. It is really not worth the trouble. Isso verdadeiramente não vale a pena.

25. Do not mention it. Não ha de que.

## 27. Regarding Shipment.

SANTOS, 20 de Setembro de 19..

SRS. F. HARKER & Co.,  
Manchester.

Am.<sup>os</sup> e Snr.<sup>s</sup>,

Confirmando minha carta de 13 do corrente, accuso em meu poder seu estimado favor de 27 de Agosto p.p.

*Embarques via Bordeaux.* Não posso comprehendêr como é

que Vm.<sup>cés</sup> dizem ter entendido<sup>1</sup> que eu queria meuse mbarques por vapor francez, quando eu não dei semelhante<sup>2</sup> ordem. Estou no commercio de fazendas ha 34 annos<sup>3</sup> e nunca vi se embarcar fazendas<sup>4</sup> inglezas em vapores francezes, com grande augmento de despezas para os carregadores<sup>5</sup> e muita demora no recebimento<sup>6</sup> das mesmas.

A Inglaterra, a rainha dos<sup>7</sup> mares, não tem seus portos de Liverpool, Southampton, Londres, e muitos outros para expedir<sup>8</sup> fazendas directamente<sup>9</sup> e com mais presteza<sup>10</sup> para o Brazil<sup>11</sup> que a França ?

Como é que Vm.<sup>cés</sup> commetteram tal erro<sup>12</sup> com meu prejuizo.<sup>13</sup>

*S/Credito.* £1 . 4 . 5., valor de 23 de Agosto p.p., importancia do desconto<sup>14</sup> 4 $\frac{3}{4}$  por cento em 90 dias e sellos<sup>15</sup> de minha remessa de £100.

Sendo quanto se me offerece<sup>16</sup> comunicar-lhes, sou com estima,

De Vm.<sup>cés</sup>,

Am.<sup>o</sup> e Cr.<sup>o</sup> Ob.<sup>o</sup>,

CARLOS MENDOZA.

1. *Dizem ter entendido*, say that you understood. 2. *Não dei semelhante*, I never gave such an. 3. *Estou no commercio de fazendas ha . . . annos*, I have been . . . years in the goods trade. Observe the use of the Present Tense in Portuguese, because the action is still continuing at time of speaking. 4. *Vi se embarcar fazendas*, saw goods shipped. 5. *Carregadores*, shippers. 6. *Recebimento*, reception, receipt. 7. *A rainha dos mares*, queen of the seas. 8. *Expedir*, to forward, to despatch. The English verb "to expedite" is usually rendered in Portuguese by *acelerar* or *activar*. 9. *Directamente*, direct. The English word "directly" is usually rendered in Portuguese by *imediatamente* or *pontualmente*, or *logo*. 10. *Presteza*, celerity, quickness, readiness, speed. 11. *O Brazil*, Brazil. Note the Definite Article. 12. *Committeram tal erro*, committed (or made) such a mistake. 13. *Com meu prejuizo*, to my prejudice, against me. 14. *Desconto*, discount. 15. *Sellos*, stamps. 16. *Sendo quanto se me offerece*, (this) being all that offers itself to me; i.e., without anything further.

## 28. Making Offers.

LIVERPOOL, 12th December, 19..

MESSRS. P. RUSSO E FILHOS,  
Lisbon.

Dear Sirs,

We beg to acknowledge receipt of<sup>1</sup> your letter of the 5th inst., and we send you herewith, as per your request,<sup>2</sup> list<sup>3</sup> of all

1. We beg to acknowledge receipt of, *accusamos a recepção de*; *accusamos recibida*. 2. As per your request, *segundo o seu desejo*. 3. List, *lista* (or *tabella*).

the goods pending for<sup>4</sup> you, together with<sup>5</sup> the approximate delivery dates.<sup>6</sup> The last order we have received from your house we received<sup>7</sup> in October, 19....

*Sheeting.* By post we send you, under separate cover,<sup>8</sup> patterns of the stocks which we can offer you of this article in various widths. There is very little stock in the market to offer,<sup>9</sup> and there is a very great demand for this article,<sup>10</sup> so we think you had better reply<sup>11</sup> at once,<sup>12</sup> or even wire us<sup>13</sup> if you wish to secure any of these lots.<sup>14</sup>

We also send you enclosed, under<sup>15</sup> Nos. T.1563-5, three little stock lots<sup>16</sup> of Muslin, Nainsook and Zephyr,<sup>17</sup> which we offer you also subject to being unsold.<sup>18</sup> All the details are marked<sup>19</sup> on the patterns of these goods.

If there are any further<sup>20</sup> articles which are of interest to you,<sup>21</sup> we shall be very pleased<sup>22</sup> to send them.

Awaiting your good news,<sup>23</sup> we remain, dear Sirs,

Yours faithfully,

ROBERT H. ALSTON & Co.

4. Goods pending, *mercadorias pendentes*.
5. Together with, *junto com*.
6. Approximate delivery dates, *datas de entrega approximadas*.
7. We received, *o recebemos*. Note that when the complement or object of a verb precedes that verb, it is usual in Portuguese to represent it by the Definite Article, e.g., This book I bought (it) in Paris, *este livro o comprei em Pariz*.
8. Under separate cover, *em separado* (or *separadamente*).
9. To offer, *para oferecer-lhes*.
10. There is a very great demand for this article, *ha uma procura muito grande por este artigo*.
11. You had better reply, *Vmcés farião bem em responder*.
12. At once, *em seguida, immedialamente*.
13. Or even wire us, *ou (ainda) telegraphar-nos*.
14. To secure any of these lots, *obter* (or *conseguir*) *algum d'estes lotes*.
15. Under Nos., *sob Nos.*
16. Stock lots, *lotes de existencia, saldos*.
17. Muslin, nainsook, and zephyr, *musselina, nanzouck e zephyros*.
18. Subject to being unsold, *sem compromisso; salvo vendido*.
19. All the details are marked, *todos os dados (or detalhes) estão marcados*.
20. If there are any further, *se houvesse mais*.
21. Which are of interest to you, *que sejam d'interesse para Vm.<sup>cés</sup>*.
22. We shall be very pleased, *folgaremos muito*.
23. Awaiting your good news, *aguardando as (or na expectativa das) suas bôas novas* (or *gratas ordens*).

## 29. Urging Deliveries.

RIO DE JANEIRO, 14 de Setembro de 19..

ILL.<sup>MOS</sup> SRS. GREGORY SMITH & Co.,  
Leeds.

Amigos e Srs.,

Confirmando n/<sup>1</sup> carta de 14 do corrente, voltamos á sua

1. *N/*, abbreviation for *nossa*.

presença<sup>2</sup> para dizer-lhes que, tencionando o nosso Governo cobrar<sup>3</sup> no proximo anno 55 por cento ouro em vez de 40 por cento como temos pago<sup>4</sup> até ao presente<sup>5</sup> nos direitos de importação,<sup>6</sup> pedimos-lhes apertarem os fabricantes<sup>7</sup> para entregarem<sup>8</sup> todos os artigos comprados a V.S.<sup>as</sup><sup>9</sup> com tempo de serem embarcados até<sup>10</sup> 30 de Novbrº, para chegarem aqui na Alfandega<sup>11</sup> em 31 de Dezembro.

Contamos, pois, que V.S.<sup>as</sup> se esforçarão<sup>12</sup> no sentido d'isso conseguirem,<sup>13</sup> visto como esse aumento virá sobre-carregar<sup>14</sup> os artigos de importação que já estão por preços muito altos.

E sem outro motivo somos com estima,

De V. S.<sup>as</sup>,

Amigos C.<sup>rs</sup> Ob.<sup>s</sup>,

JERONYMO CARNEIRO E C.

2. *Voltamos á sua presença*, we return to your presence, we again address you. 3. *Tencionando o nosso Governo cobrar*, our Government intending (or proposing) to charge (or levy). Note the position of the Present Participle in Portuguese. 4. *Temos pago*, we have paid. Note that *pago* is the Past Participle of *pagar*. 5. *Até ao presente*, up to the present. Observe that *até* is frequently followed by the Preposition *a*. 6. *Nos direitos de importação*, in the importation duties. 7. *Pedimos-lhes apertarem os fabricantes*, we beg you to press (or urge) the makers. 8. *Para entregarem*, to deliver. Observe the Personal Infinitive in this sentence, also in succeeding ones. 9. *Os artigos comprados a V. S.<sup>as</sup>*, the articles bought from you. Note that *comprar* governs the Dative in Portuguese, not the Genitive. 10. *Com tempo de serem embarcados até*, in time to be shipped by. 11. *Na Alfandega*, in the Custom House. 12. *Contamos, pois, que V. S.<sup>as</sup> se esforçarão*, we rely upon you, therefore, to use your efforts. 13. *No sentido d'isso conseguirem*, with a view to managing this. 14. *Visto como esse aumento virá sobre-carregar*, seeing that this increase will greatly enhance (or raise) the prices of.

# LESSON X.

## Conversational Exercise.

1. You may be sure that we will do everything in our power.  
Pódem estar certos que faremos tudo o que depender de nós.
2. He will sell the business as it stands.  
Venderá o negocio conforme se acha.
3. You may draw on us for the amount of this invoice.  
Vm.<sup>cés</sup> poderá osacar sobre nós pela importancia d'esta factura.
4. In future we shall have to charge you with these expenses.  
Não poderemos para o futuro deixar de debitar-lhes estas despezas.
5. It cannot be helped.  
Não tem remedio. Não ha remedio.
6. He is making a pleasure-trip.  
Faz uma viagem de recreio.
7. We are anxious to meet your wishes.  
Temos empenho em corres ponder aos seus desejos.
8. We enclose the profit and loss account.  
Juntamos a conta de lucros e perdas.
9. He wishes to give a greater impulse to the business of the house.  
Deseja dar mais rapido andamento aos negocios da casa.
10. We regret to have to tell you that we are unable to comply with your request.  
Sentimos ter que lhes dizer que não podemos satisfazer o seu desejo.
11. He sold the goods by auction.  
Arrematou a fazenda em hasta publica.
12. The letter went astray in the post.  
A carta perdeu-se no correio.
13. The cotton market is on the rise (advancing).  
O mercado algodoeiro está em alta.
14. I am rather in difficulties.  
Acho-me um pouco embaraçado.

15. Prices have an upward tendency. Os preços têm uma tendencia para a alta.

16. We only buy for cash. Só compramos a dinheiro de contado.

17. Our business is increasing. Os nossos negocios tomam incremento.

18. The house is being wound up. A casa entra em liquidação.

19. It is my painful duty to inform you. Resta-me o penoso dever de informar-lhe.

20. We send this as a trial. Mandamos isto em ensaio ; (para experientia; á prova; a titulo de experientia).

21. That does not concern me. Isso não me compete.

22. I am giving you a great deal of trouble. Dou-lhe demasiado incommodo.

23. We will report by the next mail. Pela proxima mala voltaremos á sua presença.

24. We confirm our telegram of to-day reading: Confirmamos o nosso telegramma de hoje, assim concebido:

25. We had to sell them off cheap. Tivemos de vendel-os com abatimento.

### 30. Regarding Coffee Balance.

LONDON, 9th August, 19..

MESSRS. JOÃO MORÃES E C.,  
Lisbon.

Dear Sirs,

We are in receipt of your letter of the 1st inst., and in reply we beg to say that<sup>1</sup> part of the shipment of produce<sup>2</sup> consisted of<sup>3</sup> damaged Black Coffee<sup>4</sup> which is unsaleable<sup>5</sup> to consumers<sup>6</sup> in this country. The same is in the hands of our Paris office to deal with.<sup>7</sup>

1. We beg to say that, *cumpre-nos dizer-lhes* (or *informar-lhes*) *que*. 2. Produce, *producto*. 3. Consisted of, *consistia de* (or *em*). 4. Damaged coffee, *café avariado* (*deteriorado* or *estragado*). 5. Unsaleable, *invendável* (*não se pôde vender*). 6. Consumers, *os consumidores*. 7. To deal with, *tratar*; *ocupar-se de* (translate: who will deal with it).

Under the circumstances<sup>8</sup> which you yourselves can appreciate,<sup>9</sup> it is at the moment impracticable<sup>10</sup> to say when we can remit you the balance,<sup>11</sup> if any,<sup>12</sup> and what it will amount to.<sup>13</sup>

As soon as we are in a position to let you know,<sup>14</sup> we shall, of course,<sup>15</sup> at once<sup>16</sup> communicate the same to you.<sup>17</sup>

Yours faithfully,

PARKER SMITH & Co.

8. Under the circumstances, *n'estas circunstancias*. 9. You yourselves can appreciate, *Vm.<sup>cés</sup> mesmos pôdem appreciar*. 10. At the moment impracticable, *pelo (or ao) momento impracticavel (or impossivel)*. 11. The balance, *o saldo, o resto*. 12. If any, *se houvesse*. 13. What it will amount to, *a quanto montará*. 14. As soon as we are in a position to let you know, *logo que pudermos avisar-lh'o*. 15. Of course, *naturalmente, sem duvida*. 16. At once, *em seguida, imediatamente*. 17. We shall communicate the same to you, *communicar-lh'o-hemos*.

### 31. Regarding Delivery.

BAHIA, 9 de Fevereiro de 19..

SNR.<sup>s</sup> WILLIAM GIBSON & Co., LTD.,  
Londres.

Am.<sup>os</sup> e Sn.<sup>s</sup>,

Confirmo minha carta de 11 de Janeiro p.p., e accuso recibidos<sup>1</sup> seus estimados favores de 5 e 14 do mesmo, ficando sciente de seus dizeres.<sup>2</sup>

Tenho tambem em mãos<sup>3</sup> sua nota de compra,<sup>4</sup> que se refere a uma caixa de tecido branco e de côres<sup>5</sup> 1,355. Queiram mencionar n'esta nota, e em todas as que tiverem de me remetter, a data da entrega approximadamente;<sup>6</sup> isso é muito necessario para mim; não posso concordar<sup>7</sup> que a data da entrega fique á vontade<sup>8</sup> do fabricante.

Sem outros motivos por agora, sou com toda estima,  
De Vm.<sup>cés</sup>,

Am.<sup>o</sup> e Cr.<sup>o</sup> Mto. Obr.<sup>o</sup>,  
FELICIANO DOS SANTOS.

1. *Accuso recibidos*, I acknowledge receipt of. Literally: I acknowledge (as) received). 2. *Ficando sciente de seus dizeres*, noting (or taking note of) your remarks. 3. *Tenho em mãos*, I have in hand. 4. *Nota de compra*, purchase note. 5. *Tecido branco e de côres*, white and coloured textile. 6. *A data de entrega approximadamente*, the approximate delivery date. 7. *Concordar*, to agree. 8. *Que . . . fique á vontade*, is at the will, i.e., should be left to.

## 32. Regarding Consignment.

PARIS, 21st May, 19..

MESSRS. J. GREGORY & Co.,  
London.

Dear Sirs,

We confirm our last letter of the 10th inst., and now beg to reply to your esteemed favour of the 14th of the same month.

For your guidance<sup>1</sup> we may inform you that there still remain in stock<sup>2</sup> the 100 cases of beer<sup>3</sup> of your consignment<sup>4</sup> per ss. "Emerald," of which we are pushing the sale<sup>5</sup> to the best of your interests,<sup>6</sup> and hope to let you have the account-sales<sup>7</sup> immediately. Meanwhile we are endeavouring to dispose of<sup>8</sup> your shipment per ss. "Marguerite," which we have had to sell retail,<sup>9</sup> as there are plenty of<sup>10</sup> beers in the market, and therefore it is more difficult to dispose<sup>11</sup> of the article in lots.<sup>12</sup>

For future shipments which you may purpose making<sup>13</sup> to us of this article, we beg to remind you<sup>14</sup> to send this beer in cases of ten to twelve dozens; in this way<sup>15</sup> the charges will be much less,<sup>16</sup> and it will fetch<sup>17</sup> the same price here as when sent<sup>18</sup> in small cases.

Awaiting your further commands,<sup>19</sup> we remain, dear Sirs,  
Yours truly,

FENTON DREYFUS &amp; CIE.

1. For your guidance, *para o seu governo* (or  *julgamento*). 2. There still remain in stock, *ficam em deposito*. 3. Beer, *cerveja*. 4. Consignment, *consignação*. 5. Of which we are pushing the sale, *e vamos promover a venda*. 6. To the best of your interests, *ao melhor de seus interesses*. 7. And hope to let you have the account-sales, *para lhes mandarmos conta de venda*. 8. Meanwhile we are endeavouring to dispose of, *estamos por em quanto tratando de dispor de*. 9. Which we have had to sell retail, *que nos tem sido preciso vender retalhadamente*. 10. As there are plenty of, *já que ha bastantes*. 11. Therefore it is more difficult to dispose, *por isso custa mais dispor*. 12. In lots, *em porção*. 13. Which you may purpose making, *que Vm. se propõem fazer-nos*. 14. We beg to remind you, *lembreamos-lhes*. 15. In this way, *d'esta forma*. 16. Less, *menores*. 17. It will fetch, *obterá*. 18. As when sent, *que vindo*. 19. Awaiting your further commands, *aguardando as suas novas ordens*.

### 33. Unable to Send Samples.

RIO DE JANEIRO, 10 de Março de 19..

SN.<sup>s</sup> THEODORE BENSON & Co.,

Londres.

Am.<sup>os</sup> e Sn.<sup>s</sup>,

Tenho em meu poder seu estimado favor de 18 Janeiro. Não posso lhes enviar pedacinhos<sup>1</sup> ou amostras de artigos que me convenham, porque não ha presentemente<sup>2</sup> artigo estrangeiro que convenha se importar.<sup>3</sup> A industria nacional, excessivamente protegida pelas tarifas, tem invadido<sup>4</sup> todos os artigos de importação estrangeira e de tal modo que<sup>5</sup> pôde-se considerar morta a importação<sup>6</sup> de fazendas estrangeiras no Brazil.

Com estima sou,

De Vm.<sup>cés</sup>,

Am.<sup>o</sup> e Cr.<sup>o</sup> Obr.<sup>o</sup>,

JOÃO DA SILVA.

1. *Pedacinhos*, bits. 2. *Presentemente*, at present. 3. *Que convenha se importar*, which it is suitable to import. 4. *Tem invadido*, has invaded. 5. *De tal modo que*, in such a way that. 6. *Pôde-se considerar morta a importação*, the importation . . . may be considered as dead (or at a standstill).

## LESSON XI.

### Conversational Exercise.

1. I will take charge of your business.  
Eu me encarrego do seu negocio.
2. He intends to call on you on his way through your place.  
Conta ir visital-os quando passar por essa.
3. We are at a loss.  
Ficamos perplexos e confusos.
4. They are at a loss what to think of it.  
Elles não sabem o que hão de julgar d'isto. Não sabem o que acreditar.
5. I am at a great loss by that.  
Soffri com isto grande perda.
6. The vessel had to put back into port yesterday.  
O navio arribou hontem.
7. At a push (or pinch) we can let you have more.  
N'uma occasião d'aperto podemos subministrar-lhe mais.
8. We shall keep the goods left on our hands.  
Ficaremos com as mercadorias encostadas.
9. These merchants work hand in hand.  
Estes commerciantes trabalham de mãos dadas.
10. We have put your order in hand.  
Já puzemos em mão (or trabalho) a sua ordem.
11. On an average we ship ten packages a month.  
Embarcamos termo medio dez volumes por mez.
12. The manufacturers refuse to make any allowance for the non-fulfilment of deliveries arranged.  
Os fabricantes recusam-se a fazer qualquer abatimento pela falta de entregas combinadas.
13. Kindly let us have this information as quickly as possible.  
Sirvão-se dar-nos estas informações o mais depressa possivel.
14. He has not met his engagements.  
Não correspondeu ás suas obrigações.
15. To be left till called for.  
De espera.

16. Kindly quote us, by return of post, your lowest price, F.O.B. Queiram cotar-nos, por volta do correio, o seu preço mais chegado, franco a bordo.

17. These are splits, or rather, goods with one (perfect) selvage. Estes são "splits" ou, a melhor dizer, tecidos com um ourelo.

18. Kindly let us know your terms. Queirão avisar-nos as suas condições.

19. He carried out his plan. Levou a efecto o seu projecto.

20. He is looking for a situation. Vai procurando um emprego.

21. He is going there on business. Vai alli em negócios.

22. Let us know what is your opinion of this firm. Digam-nos qual é o conceito que lhes merece esta firma.

23. Henceforth we shall cease to make you shipments. De hoje em diante deixaremos de fazer-lhe embarques.

24. Don't overlook to return it. Não perdam de vista de devolvê-lo.

25. I am at a loss to make out what you mean. Custa-me a compreender-lhe.

### 34. Concerning Shipments.

RIO DE JANEIRO, 11th December, 19..

MESSRS. NELSON, SONS & Co.,  
Leeds.

Dear Sirs,

Without any of your favours to refer to,<sup>1</sup> we confirm our respects<sup>2</sup> of 27th November, with which we enclosed sole Cheque<sup>3</sup> for £133 . 12 . 0.

It will interest you to know that the Decree<sup>4</sup> has now been published<sup>5</sup> raising import duties by 12½ per cent.<sup>6</sup> on all

1. Without any of your favours to refer to, *carecemos de seus estimados favores.* 2. We confirm our respects of . . ., *confirmamos a nossa respeitosa de.* 3. Sole cheque, *única via de cambio.* 4. The Decree, *o Decreto.* 5. Has now been published, *já se tem publicado* (*promulgado* or *proclamado*). 6. Raising import duties by 12½ per cent., *com um aumento de 12½ por cento nos direitos de importação.*

goods arriving after<sup>7</sup> 31st December; we very much appreciate<sup>8</sup> that the large shipments per ss. "Orduña" and "El Araguayo" have arrived in time to avoid this extra tax.<sup>9</sup>

Yours very faithfully,

CARLOS MACO & Co.

7. All goods arriving after, *todas as mercadorias que chegarem depois do*  
 8. We very much appreciate, *apreciamos* (or *estimamos*) *multissimo* (or  
*extremamente*). 9. In time to avoid this extra tax, *a tempo para evitarem*  
*este augmento d'imposto*.

### 35. Complaint on Goods.

RIO DE JANEIRO, 23 de Junho de 19..

ILL.<sup>MOS</sup> SRS. KNOWLES PETERSON & Co.,  
 Londres.

Amigos e Srs.,

Confirmamos a nossa respeitosa de hoje e damos em nosso poder seu estimado favôr de 2 de Maio pp., de cujos dizeres ficamos scientes.

576 peças *Organdy lavrado B.C.* 978. Acabamos de receber 7 caixas pelo "Demerara," e a factura commercial ainda não chegou. Devido a esta falta, tivemos de ignorar o conteudo<sup>1</sup> para o despacho,<sup>2</sup> e essa medida nos acarreta um prejuizo<sup>3</sup> de Rs. 240\$000<sup>4</sup> ou £14 . 0 . 0. Pela conferencia verificamos<sup>5</sup> que a fazenda está muito mal acabada; o branqueamento é muito ruim<sup>6</sup> e as côres como lilas,<sup>7</sup> verde e rosa sahiram muito mal.<sup>8</sup> Por este correio enviamos a VV. SS. amostras tiradas das peças,<sup>9</sup> pelas quaes VV. SS. verão o mau acabamento<sup>10</sup> d'esta fazenda, apezar de nos haverem reclamado<sup>11</sup> um augmento de 3-16d. no preço.

1. *Tivemos de ignorar o conteudo*, we were unaware of the contents. 2. *O despacho*, the (Custom House) clearance. 3. *Essa medida, nos acarreta um prejuizo*, this step (proceeding) causes us a loss. 4. *Rs. 240\$000 = 240 contos de réis*, the *conto* or *mil réis* being equal to 1s. 2d. in English money, approximately, according to the exchange, ranging from 1s. to 1s. 3d. 5. *Pela conferencia verificamos*, on examination we find. 6. *O branqueamento é muito ruim*, the bleaching is very bad. 7. *Lilas*, lilac, helio. 8. *Sahiram muito mal*, have turned out very badly. 9. *Tiradas das peças*, drawn (or taken) from the pieces. 10. *O mau acabamento*, the bad finish. 11. *Apezar de nos haverem reclamado*, in spite of your having demanded from us.

O prejuizo que temos com a má entrega é superior a<sup>12</sup> 20 por cento, e se a fazenda não viesse defeituosa,<sup>13</sup> poderíamos ter bom lucro,<sup>14</sup> pois o preço de compra era bem vantajoso.<sup>15</sup> Queiram trabalhar para obterem<sup>16</sup> do fabricante ou preparador<sup>17</sup> 10 por cento de bonificação.<sup>18</sup>

Para evitarmos estas constantes faltas de facturas,<sup>19</sup> recommendamos-lhes nos enviarem com antecedencia<sup>20</sup> facturas simuladas<sup>21</sup> para que possamos fazer os despachos da Alfandega<sup>22</sup> sem maiores despezas nem demora.

Na expectativa de suas novas e bôas notícias, apresentamos-lhes as nossas amistosas saudações.

FREDERICO GOMES E C.

12. *É superior a*, is more than. 13. *Não viesse defeituosa*, had not been defective (or faulty). 14. *Bom lucro*, a good profit. 15. *Bem vantajoso*, very advantageous. 16. *Trabalhar para obterem*, endeavour to obtain. 17. *O preparador*, the finisher. 18. *Bonificação*, allowance. 19. *Faltas de facturas*, lack of invoices; invoices not coming to hand. 20. *Com antecedencia*, beforehand. 21. *Facturas simuladas*, pro-forma invoices. 22. *Os despachos da Alfandega*, the Custom House clearances.

### 36. Regarding Finish of Goods.

MANCHESTER, 30th January, 19..

MESSRS. TOMAS FERREIRA E C.,  
Pernambuco.

Dear Sirs,

We are without any of your favours, and now beg to refer to<sup>1</sup> the invoice which goes herewith for<sup>2</sup> bales 608-612, 451 pcs. Coloured Shirting<sup>3</sup> XX. We are sorry that the dyer<sup>4</sup> has not finished<sup>5</sup> these goods as nicely as we would have wished,<sup>6</sup> or, rather,<sup>7</sup> has not finished them exactly the same as our former shipments to you<sup>8</sup> of this article. We consider, however,<sup>9</sup> that it is better to ship<sup>10</sup> these goods to you at once, rather than try to replace them.<sup>11</sup>

1. Beg to refer to, *referimo-nos a*. 2. Goes herewith for, *que incluimos por*. 3. Coloured shirting, *panno (zephyros or fustão) de cores*. 4. The dyer, *o tintureiro*. 5. Finished, *acabado*. 6. As nicely as we would have wished, *tão bem como era de desejar*. 7. Or, rather, *ou, a melhor dizer*. 8. Our former shipments to you, *as remessas anteriores para V. S.<sup>as</sup>*. 9. However, *entretanto, não obstante*. 10. It is better to ship, *mais vale embarcar*. 11. Rather than to try to replace them, *do que tratar de recolocal-as*.

Our Mr. Bond was consulted,<sup>12</sup> and he was also of opinion<sup>13</sup> that we could best serve your interests<sup>14</sup> by letting you have<sup>15</sup> these goods without delay.

Hoping that you will approve of what we have done,<sup>16</sup>

We remain, dear Sirs,

Yours faithfully,

BRIGGS, TAYLOR & CO.

12. Consulted, *consultado*. 13. He was also of opinion, *opinava* (or *era de opinião*). 14. We could best serve your interests, *melhor poderíamos servir-lhes*. 15. By letting you have, *embarcando-lhes*. 16. You will approve of what we have done, *aprovavão o nosso proceder*.

### 37. On General Topics.

RIO DE JANEIRO, 9 de Dezembro de 19..

ILL.<sup>MOS</sup> SRS. H. THORPE & CO.,  
Manchester.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 21 de Novembro pp., e damos em nosso poder seu estimado favôr de 13 do mesmo mez, cujos dizeres notamos e muito agradecemos.

*Artigos promptos<sup>1</sup> para embarque.* Tomamos bôa nota dos que VV. SS. nos avisam, e esperamos que VV. SS. já tenham feito o embarque de todos ou pelo menos<sup>2</sup> da maior parte, o que muito lhes agradecemos.

*Organdy lavrado<sup>3</sup> T.879.* Conforme já escrevemos aos Amigos,<sup>4</sup> o nosso socio Snr. Arminio Vieira se entenderá pessoalmente com VV. SS. a este respeito.<sup>5</sup>

60 peças *Zephyr* N.16. Notamos que o numero veio trocado<sup>6</sup>, não havendo duvida alguma com essa troca.<sup>7</sup>

*Cassa Branca<sup>8</sup> 252-255.* Temos urgencia das<sup>9</sup> 2 caixas que

1. *Promptos*, ready. 2. *Pelo menos*, at least. 3. *Organdy lavrado*, figured or embroidered book-muslin. 4. *Aos Amigos*, to you. 5. *Se entenderá pessoalmente com VV. SS. a este respeito*, will arrange this matter personally with you. 6. *O numero veio trocado*, the number was changed (or wrong). 7. *Essa troca*, this change (or substitution). 8. *Cassa branca*, white muslin. 9. *Temos urgencia das . . .*, we are in urgent need of, we greatly need the.

faltam embarcar<sup>10</sup> e se não o tiverem feito, pedimos-lhes fazê-lo com a possivel brevidade.<sup>11</sup>

300 peças 24-5"<sup>12</sup> Cassa Salpicos<sup>13</sup> N.252. Notamos que ainda demora um pouco a entrega d'este artigo, entretanto pedimos activar<sup>14</sup> o mais possivel o embarque do mesmo.

1,500 peças 21-2" Chitas. Esperamos que VV. SS. já tenham embarcado os 15 fardos restantes,<sup>15</sup> que os Amigos nos avisaram estarem promptos<sup>16</sup> em Liverpool, de accordo com o telegramma que lhes passamos em 21 de Novembro pp.

Na expectativa de suas novas e bôas noticias, apresentamos-lhes as nossas mais distintas saudações.

AFFONSO VIEIRA E FILHOS.

10. *Que faltam embarcar*, which are still to be shipped. 11. *Com a possivel brevidade*, as soon as ever possible, at your earliest convenience. 12. 24/5", 24/5 inches. This sign for inches is now extensively used by Portuguese and Brazilian houses in commercial relations with this country, but it is always safer to use the word *pollegada*. 13. *Cassa salpicos*, spot muslin. 14. *Entretanto pedimos activar*, meanwhile (however) we beg you to hasten (or push). 15. *Restantes*, remaining. 16. *Nos avisaram estarem promptos*, you advised us are ready.

## LESSON XII.

### Conversational Exercise.

1. We have not heard from him for some time. Ha bastante tempo que não temos tido o prazer de suas notícias.
2. For some time he has not been heard of. Ha muito que não temos tido notícias d'ele.
3. What about the delivery of the yarn ? Que notícias V. S.<sup>as</sup> me dão da entrega do fio ?
4. You ought to make a trial. Devião V. S.<sup>as</sup> fazer uma experiência.
5. I cannot make you a firm offer. Não posso fazer-lhe uma offerta firme.
6. Kindly let us know what prices the goods fetch. Sirvão-se avisar-nos os preços que realizarem as fazendas.
7. It has a ready sale here. Tem prompta venda aqui.
8. They have a fair sale. Vendem-se regularmente.
9. The steamer sailed yesterday morning. O vapor sahio hontem da manhã.
10. Keep me informed as to the state of your market. Tenham-me ao corrente do estado de seu mercado.
11. Tobacco business is not in our line. Não é do nosso ramo o negocio em tabaco.
12. There has been a good demand for this article. Tem dado lugar bastante procura por este artigo.
13. There is no time to lose. Não ha tempo a perder.
14. It is high time. É mais que tempo.
15. The Custom-House wants to make us pay the duties. A Alfandega quer nos obrigar a pagar os direitos.
16. A dollar is wanted to make up the amount. Falta um dollar para completar a somma.
17. I can make nothing of this. Não intendo nada d'isso.
18. We are in the manufacturer's hands. Estamos á vontade do fabricante.
19. I could never account for his silence. Nunca pude achar a razão do seu silencio.

20. He was asked to account for his conduct. Foi chamado para explicar o seu procedimento.

21. We are very sorry for the trouble we have given you. Sentimos muito o incommodo que lhes temos dado.

22. Surely you will knock something off this price. Veja se me pôde fazer uma diminuição sobre este preço.

23. We are satisfied that you will not take it amiss. Ficamos convencidos de que Vm.<sup>cês</sup> não o leverão a mal.

24. We are extremely sorry for the mistake made in the execution of your order. Sentimos immenso o erro commettido na execução da sua ordem.

25. The machine is worked by kerosene or by gas. A machina é movida a kerosene ou a gaz.

### 38. Complaints on Faulty Goods.

BAHIA, 25 de Junho de 19..

ILL.<sup>MOS</sup> SRS. R. CARRUTHERS & CO.,  
Londres.

Amigos e Srs.,

Confirmamos a nossa ultima de 23 do corrente.

*Bordado*<sup>1</sup> BR 978. Já em carta anterior reclamamos de VV.SS. contra a má entrega d'esta mercadoria, e agora acabamos de receber reclamação de um nosso freguez<sup>2</sup> que poz a fazenda a nossa disposição,<sup>3</sup> não sómente pelos defeitos<sup>4</sup> de fabricação, como tambem por estar suja de oleo.<sup>5</sup> Effectivamente<sup>6</sup> esta fazenda foi muito mal entregue<sup>7</sup> e já tivemos de fazer diversas bonificações aos freguezes, e por isso é que lhes havíamos pedido para obter do fabricante uma bonificação de 10 por cento. Realmente com a má entrega, em tempos normaes,<sup>8</sup> ninguem aceitaria a fazenda sem grande

1. *Bordado*, embroidery. 2. *De um nosso freguez*, of a client of ours. 3. *Poz a fazenda a nossa disposição*, put (or left) the goods at (or for) our disposal. 4. *Pelos defeitos de fabricação*, on account of the faults in the make, or faulty manufacture. 5. *Como tambem por estar suja de oleo*, but also on account of their being oil-stained. 6. *Effectivamente*, indeed, as a matter of fact, in fact, really. 7. *Muito mal entregue*, very badly delivered. Note this Past Participle of the verb *entregar*, to deliver. 8. *Em tempos normaes*, in normal times.

bonificação, pois tem grandes defeitos de fabricação; no branqueamento<sup>9</sup> as côres foram muito sacrificadas e ainda por cima<sup>10</sup> a fazenda está suja de oleo.

Fomos infelizes com este artigo, que se tivesse sido entregue na epocha devida<sup>11</sup> daria 1\$350, e tambem as amostras feitas pelos Amigos mais parecia um saldo, pois vieram todos os desenhos em um só cartão<sup>12</sup> e cortados, o que dava pessima apparencia<sup>13</sup> á fazenda. Contamos, pois, com a sua bôa vontade para nos cobrir o prejuizo<sup>14</sup> que tivemos por culpa do seu fabricante.

*Amostras.* Ainda uma vez<sup>15</sup> devemos chamar a sua benevola attenção para o facto que as amostras não trazem o typo com toda a largura da fazenda,<sup>16</sup> o que muito difficulta a venda<sup>17</sup> dos seus artigos. Contamos que os Amigos deem<sup>18</sup> suas ordens no sentido de serem<sup>19</sup> as nossas amostras feitas com o typo.

Sem outro motivo por hoje, aproveitamos o ensejo para apresentar-lhes as nossas saudações amistosas.

TEIXEIRA E CAMPOS.

9. *No branqueamento*, in the bleaching. 10. *Ainda por cima*, over and above this, into the bargain. 11. *Na epocha devida*, at the due (or stipulated) date (or time). 12. *Um só cartão*, a single cartoon. 13. *O que dava pessima apparencia á fazenda*, which gave a very bad appearance to the goods. 14. *Contamos com a sua bôa vontade para nos cobrir o prejuizo*, we rely upon your good will (or kindness) to cover us against the loss. 15. *Ainda uma vez*, once more, once again. 16. *Não trazem o typo com toda a largura da fazenda*, do not carry (or bring) the full-width quality sample. 17. *O que muito difficulta a venda*, which makes (or renders) the sale very difficult. 18. *Contamos que os Amigos deem*, we rely upon your giving. 19. *No sentido de serem*, so that . . . may be.

### 39. Requesting Documents.

BAHIA, 17th July, 19..

MESSRS. JAMES PENROW & Co.,  
Manchester.

Dear Sirs.

We beg to advise you that, *ex steamship*<sup>1</sup> "Mentor," we have received two cases, marked with Nos. 159 and 160, containing 102 pieces of white cotton Duck,<sup>2</sup> but so far<sup>3</sup> we have not yet received any documents or invoice whatever<sup>4</sup>

1. *Ex steamship, ex vapor.* 2. *Cotton duck, lona de algodão.* 3. *So far, até agora, ainda.* 4. *Any documents or invoice whatever, nenhum documento nem factura.*

to cover this shipment, neither<sup>5</sup> has your draft been presented yet by the Bank. To release the goods from Customs,<sup>6</sup> we had to file a bond<sup>7</sup> each for the production<sup>8</sup> of Bill of Lading and Consular invoice. These bonds will expire within four months from now,<sup>9</sup> and in case of non-production<sup>10</sup> of the documents in question<sup>11</sup> by that time,<sup>12</sup> we shall have to renew<sup>13</sup> the bonds at considerable expense.<sup>14</sup> We would therefore ask you to pay prompt attention<sup>15</sup> to this matter, sending one set of Bill of Lading<sup>16</sup> and Consular invoice direct to us,<sup>17</sup> and another set through<sup>18</sup> the B. & E. Bank.

We remain, dear Sirs,

Yours truly,

GREGORIO GONÇALVES E C.

5. Neither, *nem*. 6. To release the goods from Customs, *para despachar a fazenda da Alfândega*. 7. To file a bond, *dar fiança; assinar uma obrigação*. 8. For the production, *para a devida apresentação*. 9. Will expire within four months from now, *hão de expirar dentro em quatro semanas da data de hoje*. 10. In case of non-production of, *caso que não se presentarem*. 11. In question, *em questão* (or *de que se trata*). 12. By that time, *para aquelle tempo* (já or *para então*). 13. To renew, *renovar*. 14. At considerable expense, *o que ocasionaria despezas consideraveis* (or *com despezas consideraveis*). 15. To pay prompt attention, *prestarem prompta atenção*. 16. One set of bill of lading, *um jogo do conhecimento*. 17. Direct to us, *directamente a nós*. 18. Through, *por mediação de*.

## 40. Regarding Shipping Documents.

BAHIA. 26 de Julho de 19..

SNRS. ALEXANDER BURGESS & SONS,  
York.

Am.<sup>os</sup> e Sr.<sup>s</sup>,

Confirmo minha carta de 28 de Junho p.p., sem favor de Vm.<sup>cês</sup> a responder.

*Caixas JM 11-12 por "Amazone."* Estou de posse da factura consular d'estas duas caixas e conhecimento, mas ainda não<sup>1</sup> recebi a factura commercial, sem a qual não posso submeter a despacho<sup>2</sup> estas duas caixas que aqui chegaram desde o dia 20 do corrente, pelo vapor "Amazone."

Recebi tambem um livro de amostras JM 14, sem factura nem aviso algum de embarque.

1. *Ainda não*, not yet. 2. *Não posso submeter a despacho*, I cannot submit for clearance, I cannot get . . . cleared.

Peço-lhes o favor de remetter com toda regularidade os documentos de embarque, d'alfandega, facturas, etc., afim de evitar transtornos que<sup>3</sup> uma falta<sup>4</sup> como esta possa causar.

Com estima sou,

De Vm.<sup>cés</sup>,

Am.<sup>o</sup> e Cr.<sup>o</sup> Ob.<sup>o</sup>,

JOÃO MORÃES.

3. *Evitar transtornos*, to avoid trouble (inconveniences). 4. *Uma falta*, a fault, a shortage.

#### 41. Insurance Claim.

MANCHESTER, 21st March, 19..

MESSRS. ANTONIO VASQUES E Co.,  
Rio de Janeiro.

Dear Sirs,

We refer to the following packages, A. V. & C., # 256-7, *ex ss. "Mercedes."* You will have already received word<sup>1</sup> from your Shipping Agents<sup>2</sup> that this steamer has been sunk in collision,<sup>3</sup> and that the insurance claim should be made against the Marine Policy.<sup>4</sup> We have just received the enclosed copy of the Ship's Protest,<sup>5</sup> which will enable you<sup>6</sup> more speedily<sup>7</sup> to recover your claim<sup>8</sup> from your insurance agents in Bahia, as we understand settlement will be made<sup>9</sup> there.

We remain, dear Sirs,

Yours faithfully,

BRIGGS, COLLIER & Co.

1. You will have . . . received word, *Vm.<sup>cés</sup> terão recebido aviso.* 2. Shipping agents, *agentes marítimos.* 3. Has been sunk in collision, *foi a pique* (or *ao fundo*) *por um choque.* 4. The Marine Policy, *a apólice marítima.* 5. The Ship's Protest, *o protesto do navio.* 6. Will enable you, *collocará Vm.<sup>cés</sup> no estado de;* *lhes habilitarão a.* 7. More speedily, *mais depressa.* 8. To recover your claim, *cobrar a sua reclamação.* 9. We understand settlement will be made, *consta-nos que o ajuste se fardá.*

## LESSON XIII.

### Conversational Exercise.

1. All the prices are marked in plain figures. Todos os preços estão marcados com numeros conhecidos.
2. We can hardly believe it. Custa-nos a crê-lo.
3. You must, however, come to a decision. É preciso portanto tomar um partido.
4. If it happens again you will lose our custom. Se acontecer o mesmo outra vez hão de perder a nossa freguezia.
5. We are much surprised at the contents of your letter. Tem-nos surprehendido muito o conteudo da sua carta.
6. I am very anxious to continue to receive the linen shirting. Muito desejo continuar a receber o panno de linho para camisas.
7. We will do our very best. Faremos todo o nosso possivel.
8. It is packed in tins or packets, according to the requirements of the consuming markets. É acondicionado em latas ou pacotes, segundo as exigencias dos mercados consumidores.
9. They are also sold in bulk (or loose), mixed or pure. Vendem-se tambem a granel, misturado ou puro.
10. We would rather do without this article. Preferimos não receber este artigo.
11. We solicit enquiries through English houses. Solicitamos pedidos de informação por intermedio de casas inglezas.
12. They are manufacturers of steel plates and bars; beams (or girders); black and galvanized plates. São fabricantes de chapas de aço e barras; vigas; chapas pretas e galvanizadas.
13. He deals in all sorts of commodities. Commercia em toda a especie de fazendas.

14. There was a misunderstanding about this article. Houve um mal entendido com este artigo.

15. We apologize for this mistake. Pedimos desculpa por este engano.

16. We will write you more fully. Dar-lhes-hemos comunicações mais detalhadas.

17. I fancy that this led to a mistake. Affigura-se-me que isto deu lugar a um erro.

18. We are only too pleased. Para nós é de grande prazer.

19. The sample was taken out of the lot. A amostra foi tirada do lote.

20. Our market is quite at a standstill. Nosso mercado está muito paralizado.

21. On the whole business is very quiet. Em geral o negocio marcha muito tranquillo.

22. We regret to inform you that we are unable to execute these goods. Custa-nos dizer-lhes que não podemos encommendar esta fazenda.

23. The price comes out at 6½d. O preço vem a sahir a 6½d.

24. This is no longer the fashion. Isto não é mais da moda.

25. I am delighted that I have been useful to you. Folgo de lhe ter sido agradável.

## 42. Order for Muslin.

BAHIA, 14 de Dezembro de 19..

SNR.<sup>s</sup> ALEXANDER BURGESS & Co.,  
York.

Am.<sup>os</sup> e Sn.<sup>s</sup>,

Tenho em meu poder seos estimados favores de 7 e de 15 de Novembro p.p., de cujos dizeres tomei bôa nota.

*Cassas sort<sup>o1</sup> 1344.* Noto o que me dizem em sua carta de 15 de Novembro sobre este artigo, que não pôde ser executado a 1<sup>15</sup>/<sub>18</sub>d. mas sim a<sup>2</sup> 2½d. (ou 16 por cento mais ! !<sup>3</sup>) Acceito o sortimento offerecido por Vm.<sup>c<sub>es</sub></sup> a entregar em Fevereiro

1. *Cassas sort<sup>o</sup>*, muslins, assortment (*sortimento*). 2. *Mas sim a*, but (yes) at. Observe that, after a negative sentence, "but" is often rendered in Portuguese by *mas sim*, as in the above instance. 3. *Mais*, more, extra.

ou Março em 24" a 2d. a jarda, mas só quero 70 peças (7 desenhos a 10 peças<sup>4</sup> de 60 jardas).

Como a fazenda ainda se achava em execução<sup>5</sup> deixei de mandar-lhes o telegramma<sup>6</sup> como me pediram.<sup>7</sup>

Com toda estima sou,

De Vm.<sup>cês</sup>,

Am.<sup>o</sup> e Cr.<sup>o</sup> Ob.<sup>o</sup>,

JOÃO MORÃES.

4. 7 desenhos a 10 peças, 7 designs by 10 pieces. 5. Ainda se achava em execução, was still in work. 6. Deixei de mandar-lhes o telegramma, I abstained from sending (or I did not send) you the cable. 7. Como me pediram, as you requested.

### 43. Letter Regarding Weight of Goods.

MANCHESTER, 9th November, 19..

MESSRS. HENRIQUE BARROS E CA.,  
Rio de Janeiro.

Dear Sirs,

We confirm our last letter<sup>1</sup> of the 10th October, and without any of your favours, we beg to point out to you<sup>2</sup> that on the 10th of January of this year you sent us an order for 114 pieces 24 inches 46 metres, Prints<sup>3</sup> No. 1363, at 2 $\frac{3}{8}$ d. These goods are now delivered,<sup>4</sup> and we regret to inform you that they are not of the weight which you indicated was necessary for your market. The goods are 24 inches wide,<sup>5</sup> and weigh 202.75 kilos for 6,167 yards. We send you by this post, under No. X.367, the samples of these Prints as they were delivered,<sup>6</sup> and we beg you to be good enough to cable us the word<sup>7</sup> "Juridito," without signature, debiting us with the cost of this cable,<sup>8</sup> if you will allow us to make the shipment of these goods just as they were delivered<sup>9</sup> to us.

Awaiting<sup>10</sup> your prompt reply, we remain, dear Sirs,  
Yours faithfully,

CARRUTHERS, SONS & CO.

1. Our last letter, *nossa anterior*. 2. We beg to point out to you, *passamos a advertir-lhes*. 3. Prints, *chitas*. 4. Are now delivered, *já está entregue*. 5. 24 inches wide, 24 *pollegadas de largo*. 6. As they were delivered, *segundo foram entregues*. 7. We beg you to be good enough to cable us the word, *rogamos-lhes o favor* (or *obsequio*) *de nos telegrapharem a palavra*. 8. Debiting us with the cost of this cable, *com debito à nossa conta das despezas* (or *do custo*) *d'este telegramma*. 9. Just as they were delivered, *tal qual foi entregue*. 10. Awaiting, *na expectativa de*.

## 44. Making Claim.

RIO DE JANEIRO, 28 de Agosto de 19..

ILL.<sup>MOS</sup> SRS. THORPE, SONS & Co.,  
Londres.

Amigos e Srs.,

Confirmamos a nossa respeitosa<sup>1</sup> de 30 de Junho pp., e damos em nosso poder seu estimado favôr de Maio pp., de cujos dizeres ficamos scientes e respondemos.

*Credito de sua Conta.*<sup>2</sup> Conforme seu aviso:<sup>3</sup> importe de sua factura pelo vapor "Deseado" v/28/11... £628 . 19 . 1, que aceitamos sob as reservas de uso.<sup>4</sup>

*F.B. No. 193.* Logo após lhes termos escripto<sup>5</sup> a nossa respeitosa de 30 de Junho pp., recebemos nova reclamação de um outro cliente, com referencia as mercadorias contidas n'esta caixa, que lhes haviamos vendido, e para que não nos fosse devolvida a mercadoria,<sup>6</sup> tivemos que concordar com o abatimento<sup>7</sup> de 5 por cento sobre o valor da mesma. Assim, pois, annexamos<sup>8</sup> a respectiva nota de debito de £6 . 4 . 10, valor 5/2..., cuja somma rogamos-lhes o obsequio de creditar em nossa conta.

Sem outro motivo por hoje,<sup>9</sup> aproveitamos a oportunidade para reiterar-lhes as nossas mais distintas saudações.<sup>10</sup>

FERREIRA BALTHAZAR E CA.

1. *A nossa respeitosa*, our respects, our letter. 2. *Credito de sua conta*, to the credit of your account. 3. *Conforme seu aviso*, in conformity with your advice. 4. *Sob as reservas de uso*, with the usual reserve(s). 5. *Logo após lhes termos escripto*, immediately after (our) having written to you. 6. *Para que não nos fosse devolvida a mercadoria*, so that the goods should not be returned to us (or thrown on our hands). 7. *Tivemos que concordar com o abatimento*, we had to agree to an allowance. 8. *Assim, pois, annexamos*, consequently, we enclose. 9. *Sem outro motivo por hoje*, without anything further for to-day. 10. *Reiterar-lhes as nossas mais distintas saudações*, to reiterate (or repeat) our most special compliments (or greetings); render this phrase simply as: with compliments, we remain, etc. . . .

## 45. Enclosing Sale-Note.

LONDON, 26th March 19..

MR. PABLO BORRAO,  
Pernambuco.

Dear Sir,

We are in receipt of<sup>1</sup> your esteemed favour of the 7th inst., the contents of which we have noted,<sup>2</sup> and we now beg to reply to same.

We return you herewith the sale-note<sup>3</sup> of the 12th January last, with the approximate delivery date filled in.<sup>4</sup> We take good note of the contents of your letter of the 9th February, and in future<sup>5</sup> the delivery will be mentioned on all the purchase-notes.

*Prints, assortment 367.* As we have informed you in our previous letters, we received your telegram, and we executed your order at the price of 2 $\frac{3}{8}$ d. It was quite impossible<sup>6</sup> to do it at a lower price, even a fraction<sup>7</sup> less. Prices of printing<sup>8</sup> and of cloth have gone up at the same time, as no doubt you will have been advised<sup>9</sup> by your friends on this side.<sup>10</sup> We admit that the rise<sup>11</sup> was quite extraordinary,<sup>12</sup> but this cannot be helped<sup>13</sup> in the case of certain articles.

We trust that you will favour us with your further orders on the samples which we have sent you, and remain, dear Sir,

Yours faithfully,

JAMES CLARKE & CO., LTD.

1. We are in receipt of, *achamo-nos de posse de*. 2. The contents of which we have noted, *de cujo conteúdo ficamos scientes*. 3. Sale-note, *nota de venda* (or *nota de compra*, i.e., purchase-note). 4. Approximate delivery date filled in, *a data de entrega approximada enchida*. 5. In future, *para o futuro*. 6. It was quite impossible, *era absolutamente* (or *enteramente*) *impossivel*. 7. Even a fraction, *mesmo uma fracção*. 8. Printing, *a estamparia*. 9. You will have been advised by, *V. S.<sup>as</sup> terão recebido aviso de*. 10. On this side, *d'esta*. 11. The rise, *a alta*, *a subida*. 12. Quite extraordinary, (*muito*) *extraordinaria*. 13. This cannot be helped, *não tem remedio*.

## LESSON XIV.

### Conversational Exercise.

1. Trade is so dull at the present moment that we will make you every possible concession.
2. They are exporters of all kinds of chemicals.
3. I am selling this at less than cost price.
4. Then you are selling at a loss?
5. We think you will have reason to be satisfied.
6. We hope to make you another remittance shortly.
7. We do not apprehend any delay in the (sea) journey.
8. Catalogues gratis on application.
9. We give our special attention to packing for export.
10. Agents are wanted in Brazil.
11. I prefer to leave it to my customer.
12. Do you require anything else?
13. I will be responsible to you for this sum.
14. We beg you very earnestly to take steps to see that these things do not happen again in future.

O commercio vai tão mal n'este momento que lhes faremos todas as concessões possiveis.

São exportadores de toda a classe de productos chimicos.

Vendo isto por menos do preço da fabrica.

Então Vm.<sup>cê</sup> vende com perda?

Creamos que V S.<sup>a</sup> terá motivo de ficar satisfeito.

Esperamos brevemente fazer-lhe outra remessa.

Não temos de receiar demora alguma no travessa.

Catalogos gratis a pedido.

O empacotamento para exportação tem nossa especial atenção.

Precisam-se de agentes no Brazil.

Prefiro deixal-o á deliberação de meu freguez.

Vm<sup>cê</sup> não precisa de outra cousa?

Ficarei eu responsavel para com Vm.<sup>cês</sup> por esta somma.

Pedimos-lhes muito providenciarem para que não se reproduzam estes factos para o futuro.

15. Please remember me to Queira ter a bondade de me  
him.  
16. They are engaged in the fazer lembrado.  
Occupam-se da venda a retalho.  
17. The other house is in the A outra casa dedica-se a  
wholesale trade. venda por atacado.  
18. We were led to understand that you wished Deram-nos a entender que  
iron hoops. V. S.<sup>as</sup> queriam circulos (*or*  
arcos) de ferro.  
19. We hope you will be able Esperamos que V. S.<sup>as</sup> saberão  
to avail yourselves of aproveitar a sahida d'algum  
the sailing of some vapor para este porto.  
steamer for this port.  
20. Send 100 of each quality of Mandem 100 de cada qual-  
cigars *via* Liverpool. dade de charutos por via  
*via* Liverpool.  
21. They are quite up to the São iguaes ás amostras.  
samples.  
22. The No. 10 must be quite O No. 10 deve vir exacta-  
up to the standard. mente como a amostra.  
23. Have you some ready O Senhor tem alguns já  
made ? feitos ?  
24. That fashion has gone out. A moda está passada.  
25. It is a matter of taste. É questão de gosto.

#### 46. Mistake in Invoice.

RIO DE JANEIRO, 26 de Setembro de 19..

ILL.<sup>MOS</sup> SRS. CARTER, WRIGHT & Co.,  
Liverpool.

Amigos e Srs.,

Confirmamos a nossa anterior de 11 do corrente, sem  
nenhum favôr de VV. SS. a que devamos<sup>1</sup> resposta.

B. F. # 277-9. Incluso lhes enviamos a nossa nota de  
debito de £52 . 9 . 6, valor 28 de Maio de 19..., relativa a  
diferenças de metragem<sup>2</sup> e erro de calculo<sup>3</sup> em sua factura  
de 28 de Maio pp., cuja somma rogamos-lhes a fineza de  
creditar em<sup>4</sup> nossa conta.

1. *A que devamos resposta*, to which we have to reply. Note the use of Subjunctive here, after a negative sentence. 2. *Metragem*, m<sup>t</sup>trage, length.  
3. *Erro de calculo*, error in the extension. 4. *Rogamos-lhes a fineza de  
creditar em*, we beg you kindly to credit to.

Sem outro motivo por hoje, ficamos com consideração e apreço,

De VV. SS.,

Amigos e Crds. Obgds.,

FRANCISCO BALTHAZAR E CA.

## 47. Replying to Claim.

MANCHESTER, 2nd January, 19..

MESSRS. P. BARRA E FILHOS,  
Pernambuco.

Dear Sirs,

We confirm our last of the 4th December ultimo, in which we acknowledged receipt of your cable of the 2nd of the same month, and we have since received your favour of the 6th December, the contents of which we have noted.

We regret to say that the printer refuses<sup>1</sup> all responsibility as regards the colours<sup>2</sup> which he has printed. He says they are a fair delivery<sup>3</sup> against your order, especially as some of the designs were dyed<sup>4</sup> and not printed, and that it would be impossible to match them nearer<sup>5</sup> in printed colours. This being so,<sup>6</sup> the whole loss falls on us,<sup>7</sup> and we have decided to make you the shipment, invoicing the two colours of which you complain,<sup>8</sup> *i.e.*, helio and green,<sup>9</sup> at the price of 2d. a yard, and the remainder<sup>10</sup> at 2 $\frac{1}{2}$ d. a yard, and we trust you will pass this invoice without requiring<sup>11</sup> any further allowance.

We hope you will favour us with your further orders, and taking this opportunity of expressing our best wishes for the New Year,<sup>12</sup>

We remain, dear Sirs,

Yours faithfully,

HERBERT JENKINSON & SON.

1. Refuses, *recusa*. 2. As regards the colours, *quanto às cores*. 3. A fair delivery, *uma entrega regular*. 4. Dyed, *tinto*. 5. To match them nearer, *igual-os melhor; achar melhores contratípos*. 6. This being so, *sendo assim*. 7. Falls on us, *recahe sobre nós*. 8. Of which you complain, *das quaes V. S.<sup>as</sup> se queixam*. 9. *i.e.*, helio and green, *a saber; lila e verde*. 10. The remainder, *o resto*. 11. Without requiring, *sem exigirem*. 12. Expressing our best wishes for the New Year, *fazer os nossos mais sinceros votos pelo novo anno*.

## 48. Enclosing Cheque.

PORTO, 12 de Outubro de 19..

SNRES. F. PRICE & Co.,  
Manchester.Am.<sup>os</sup> e Snr.<sup>es</sup>,Incluso junto um cheque a vista<sup>1</sup> de Ls. 40 . 0 . 0 para credito da conta de minha casa do Pará.<sup>2</sup> Queiram avisar a recepção.<sup>3</sup>

Sou com estima,

Am.<sup>o</sup> e Cr.<sup>o</sup>,

CARLOS MENDES.

1. Incluso junto um cheque a vista, enclosed I hand you a cheque at sight.  
 2. Do Pará, at Pará. Note the Definite Article before the name of this town.  
 3. Queiram accusar a recepção, kindly acknowledge the receipt.

## 49. Acknowledgment of Receipt of Money.

MANCHESTER, 17th June, 19..

MESSRS. JOSÉ BRAGA E CA.,  
Bahia.

Dear Sirs,

The object of the present is to acknowledge receipt of your remittance<sup>1</sup> of £240 . 16 . 5, amount of your draft<sup>2</sup> No. 2,145, contained in your favour of the 26th May, which sum we have placed to the credit<sup>3</sup> of your esteemed account, value 17th inst., with our best thanks.<sup>4</sup>

Without anything further for the moment,<sup>5</sup> we remain, dear Sirs,

Yours faithfully,

CROSS, SONS &amp; Co.

1. To acknowledge receipt of your remittance, *accusar a recepção da sua remessa*. 2. Amount of your draft, *importancia de seu saque*. 3. We have placed to the credit, *temos assentado ao credito*. 4. With our best thanks, *com os nossos mais expressivos agradecimentos*. 5. Without anything further for the moment, *sem outro assumpção de que tratarmos pela presente*.

## 50. Differences in Accounts.

RIO DE JANEIRO, 14 de Setembro de 19..

ILL.<sup>MOS</sup> SRS. JOHN BENNET & SONS,  
Londres.

Amigos e Srs.,

Damos em nosso poder o seu obsequio<sup>1</sup> de 8 de Agosto findo.,<sup>2</sup> do que retiramos a factura<sup>3</sup> de 5 volumes com fazendas de seu embarque pelo vapor "Demerara," na importancia<sup>4</sup> de £267 . 5 . 5, que escripturamos no credito<sup>5</sup> de s/ conta, sob reserva,<sup>6</sup> v/31 de Julho ppdo.

Ao contrario,<sup>7</sup> debitamos-lhes igual somma de £267 . 5 . 5 que em 12 do corrente pagamos ao London and Brazilian Bank, Limited, em cumprimento do seu saque<sup>8</sup> a 30/dv., a favor do mesmo Banco.

Pedimos-lhes creditar-nos £3 . 19 . 7 que nos debitaram de juros<sup>9</sup> de 90 d/, pois o n/ socio Manoel da Silva, quando ahi esteve com o seu digno chefe Sr. Bennet, combinou o pagamento<sup>10</sup> com saque a 30 d/ sem juros e 2½ % de desconto.<sup>11</sup>

*Amostras.* Não temos recebido amostras para este embarque, o que nos impossibilita de vender a mercadoria;<sup>12</sup> entretanto, aquelle n/ socio<sup>13</sup> deu-lhes instruções para 6 amostras e 5 referencias por cada caixa.

Esperamos portanto que nos embarques futuros V. S.<sup>as</sup> terão o cuidado de não esquecer as amostras que nos são indispensaveis.

Somos com subida estima e consideração,

De V. S.<sup>as</sup>,

Am.<sup>os</sup> Cr.<sup>dos</sup> Obr.<sup>dos</sup>,

SILVA, CARNEIRO E CA.

1. *O seu obsequio*, your favour. 2. *Findo*, i.e., *fenecido*, finished, ended, concluded; therefore, ultimo. 3. *Do que retiramos a factura*, from which we withdrew the invoice; say: enclosing invoice. 4. *Na importancia de*, amounting to. 5. *Escripturamos no credito*, we book (or pass) to the credit. 6. *Sob reserva*, under reserve, provisionally. 7. *Ao contrario*, on the contrary, on the other hand. 8. *Em cumprimento do seu saque*, in fulfilment (i.e., payment) of your draft. 9. *Nos debitaram de juros*, you charged us as interest. 10. *Combinou o pagamento*, arranged the payment. 11. *Desconto*, discount. 12. *Nos impossibilita de vender a mercadoria*, makes it impossible for us to sell the goods. 13. *Aquelle n/socio*, lit.: that our partner, the said partner of ours.

## EXERCISES FOR TRANSLATION.

CIGAR MANUFACTURERS.<sup>1</sup>

Oporto,<sup>2</sup> 11th.—Nearly 200 workmen engaged in the fine branch of the manufacture of cigars<sup>3</sup> left their work and went to see<sup>4</sup> the civil governor, requesting him to try to get a reply<sup>5</sup> to the telegrams sent some time ago<sup>6</sup> to the Chancellor of the Exchequer<sup>7</sup> with regard to the manufacture of ordinary cigars, which they are not accustomed to handle,<sup>8</sup> and which does them an enormous amount of harm.<sup>9</sup> The civil governor promised to get into touch with<sup>10</sup> the minister, and as soon as he gets a reply<sup>11</sup> he will communicate with<sup>12</sup> the committee.

1. Cigar manufacturers, *fabricantes de charutos*. 2. Oporto, *Porto*. Note that the Portuguese call this town Porto, that is, o Porto, whereas in English we have joined the two words into one, thus: Oporto. 3. Engaged in the fine branch of the manufacture of cigars, *da especialidade do fabrico de charuto fino*. 4. Went to see, *foram ter com*. 5. To try to get a reply, *(que) se interesse pela resposta*. 6. Some time ago, *ha tempos*. 7. The Chancellor of the Exchequer, *i.e.*, the Minister of Finances, *o Ministro das Finanças*. 8. They are not accustomed to handle, *não estão habituados a manipular*. 9. Does them an enormous amount of harm, *lhes acarreta enormes prejuízos*. 10. To get into touch with, *entender-se com*. 11. As soon as he gets a reply, *logo que tenha resposta*. 12. He will communicate with the, *participará á...*

## GRANDE INCENDIO EM HONDURAS.

Um incendio destruiu muitos grupos de casas, estando outras ameaçadas.<sup>1</sup> As perdas são calculadas em<sup>2</sup> 10 milhões de dollars.

1. *Ameaçadas*, threatened. 2. *São calculadas em*, are calculated (or estimated) at. Note the use of *em* in this case.

# LESSON XV.

## Conversational Exercise.

1. You must compensate us for our losses. Vmcês devem indemnizar-nos das nossas perdas.
2. We offer this as a compensation for the loss he has sustained. Offerecemos isto em compensação da perda que teve.
3. It cannot be helped now. Já não ha mais remedio.
4. Make haste and get your bill protested. Apresse-se a mandar protestar a sua letra.
5. I am not in a hurry. Não tenho pressa.
6. We hope to let you have the account sales shortly. Esperamos em breve fornecer-lhes conta de venda.
7. We are importers of all kinds of skins and hides, brined and dried, of cattle, calves, sheep and goats, wool and horns. Somos importadores de toda a classe de pelles e couros salgados e seccos de bois e vaccas, bezerros, carneiros e cabras, lã e pontas.
8. Prices will be quoted and samples provided, on request (*or* application). Teremos o prazer de fornecer preços e amostras, a pedido.
9. We trust you will excuse this trouble, and that you will make use of us in case we may be of service to you. Esperamos desculpem esta incommodidade e disponham de nós, caso que lhes pudermos ser uteis.
10. Raw materials have a ready sale. As materias primas se vendem facilmente.
11. I would like to start (*or* introduce) a special brand of soap. Desejava encetar uma marca especial de sabão.
12. The state of our market is not very brisk (*or* encouraging) just now. O estado do nosso mercado não é actualmente animado.
13. I should like you to have the goods packed in a single package. Desejava que V. S.<sup>as</sup> mandassem encaixotar a fazenda n'um só volume.

14. We wish to see first of all if the quality is liked. Desejamos ver primeiro se agrada a qualidade.

15. There is a shortage of clothing at present. Hoje ha falta de roupa.

16. The maker generally has these lines running. O fabricante tem geralmente estes artigos em fabricação seguida.

17. We wish them to be made up (packed) in lead. Desejamos que venhão en-voltos em chumbo.

18. Many purchases of pig lead have been made. Têm-se feito muitas compras de chumbo em barra.

19. Kindly let me have some brands by way of trial. Queiram remetter-me algumas marcas para amostra.

20. We have no hesitation in making a first order. Não temos duvida em fazer um primeiro pedido.

21. This town is situated in a country which abounds in grain of every kind, wine, fruit, oil, flax, and hemp. Esta cidade está situada em um paiz que abunda em grãos de toda a especie, vinhos, frutas, azeites, linho e canhamo.

22. It contains many mines of lead and copper, also of iron and coal. Contem muitas minas de chumbo e de cobre, tambem de ferro e de carvão de pedra.

23. At the same time we received an order, which we have in hand. No mesmo tempo recebemos uma encommenda que vamos preparar.

24. Our prices are fixed. Nós vendemos a preço fixo.

25. We don't wish to haggle with you. Não queremos fazer regatear o senhor.

## 51. Enclosing Cheque.

PORTO, 6 de Dezembro de 19..

ILL.<sup>MOS</sup> SENR.<sup>ES</sup> P. FRITH & SONS,  
Leeds.

Am.<sup>OS</sup> e Snr.<sup>ES</sup>,

Incluso encontrarão V.S<sup>s</sup>. um cheque a vista<sup>1</sup> sob No. 14562 de £120 . 0 . 0, girado<sup>2</sup> pela casa Joaquim Pinto Filho & Ca.,

1. *Um cheque a vista*, a cheque at sight, a sight cheque. 2. *Girado* (or *gyrado*), drawn. Note that it is more usual, however, to use the verb *sacar* (or *saccar*) *uma letra de cambio*.

d'esta, contra London & W. Bank, Ltd., de Londres, a favor de V. S.<sup>as</sup> Queiram creditar esta somma a minha casa commercial do Pará e avisar a recepção.<sup>3</sup>

Sou com estima,

De V. S.<sup>as</sup>,

Am.<sup>o</sup> e Cr.<sup>o</sup>,

JERONYMO CARDOSO.

3. *Avisar a recepção*, to acknowledge receipt.

## 52. Reply to Complaints.

LIVERPOOL, 26th January, 19..

MESSRS. JOSÉ CHAGAS E C.,  
Porto Alegre.

Dear Sirs,

Your letter of the 2nd inst. has just reached us.<sup>1</sup> We are sorry, but not altogether surprised,<sup>2</sup> to read your complaints of delay in delivering recent orders. We can assure you that this matter is receiving our most careful attention.<sup>3</sup> We have been much hindered in getting<sup>4</sup> our productions<sup>5</sup> in contract time,<sup>6</sup> owing to the serious delays<sup>7</sup> in obtaining raw material. These have arisen chiefly through the difficulties<sup>8</sup> in transport, due to the severe weather<sup>9</sup> and to the recent labour troubles,<sup>10</sup> which are, however, now nearly over.<sup>11</sup>

With reference to the increase of price<sup>12</sup> notified in our last letter, we regret that we cannot avoid this,<sup>13</sup> as the very great advance<sup>14</sup> in the price of leather and of other articles

1. Has just reached us, *acaba de chegar a nosso poder*. 2. But not altogether surprised, *mas não nos surprende muito*. 3. Is receiving our most careful attention, *merece a nossa mais cuidadosa attenção*. 4. We have been much hindered in getting, *tem-nos custado muito em conseguir*. 5. Our productions, *nossas producções*. 6. In contract time, *na epocha contractada (ou estipulada)*. 7. Owing to the serious delays, *devido ás serias demoras*. 8. These have arisen chiefly through the difficulties, *que resultaram principalmente das dificuldades*. 9. Due to the severe weather, *causadas pelo mau tempo* (or *tempo rigoroso*). 10. The labour troubles, *a questão dos operarios*. 11. Which are now nearly over, *que já está quasi concluída*. 12. The increase of price, *o aumento de preço*. 13. That we cannot avoid this, *não poder evitar isto*. 14. The very great advance, *o aumento enorme*.

used in the manufacture<sup>15</sup> of our goods makes it absolutely necessary. In the hope that this is only of a temporary nature,<sup>16</sup> we are not altering our list of prices,<sup>17</sup> but are showing<sup>18</sup> the increase in the form of a percentage<sup>19</sup> added on to the invoice.<sup>20</sup> You may rely on us to discontinue it<sup>21</sup> as soon as ever possible.<sup>22</sup>

We remain, dear Sirs,

Yours faithfully,

DEARDEN, SONS & CO.

15. The manufacture, *a manufactura, a fabricação*. 16. Is only of a temporary nature, *seja sómente temporario*. 17. List of prices, *preços correntes*. 18. But are showing, *senão que indicamos*. 19. A percentage, *uma percentagem*. 20. Added on to the invoice, *juntada à factura*. 21. You may rely upon us to discontinue it, *V. S.<sup>as</sup> podem contar com que o descontinuaremos (ou deixaremos de carregal-a)*. 22. As soon as ever possible, *o mais cedo for possível*.

### 53. Regarding Finance.

RIO DE JANEIRO, 7 de Julho de 19..

ILL.<sup>MOS</sup> SNRS. GREGORY MILNE & CO.,  
Londres.

Amigos e Snrs.,

Temos em nosso poder os seus apreciados favores datados de<sup>1</sup> 10 e 25 de Maio p., do conteudo dos quaes ficamos inteirados.<sup>2</sup>

Em conformidade com o seu aviso, temos-lhes debitado £0 . 8 . 7, que receberam da Royal Mail Steam Packet Company, pelo certificado que lhes enviamos.

Permittimo-nos fazer reparo ao ultimo topico<sup>3</sup> do seu citado favor, em que nos dizem não ter feito entrega d'aquella importancia aos Snrs. Brown Bros. & Co., porque não temos saldo<sup>4</sup> em seu poder; ao contrario, somos devedores de<sup>5</sup> £0 . 0 . 4.

Tendo nós effectuado o pagamento<sup>6</sup> de £91 . 0 . 1 ao London and Brazilian Bank, Ltd., por saldo de sua conta,<sup>7</sup> o que

1. *Datados de*, dated. 2. *Ficamos inteirados*, we have taken note, we are informed. 3. *Permittimo-nos fazer reparo ao ultimo topico*, we beg to make an objection to the last subject (or topic). 4. *Não temos saldo*, we have no balance. 5. *Somos devedores de*, we are owing, we owe. 6. *Tendo nós effectuado o pagamento*, we having made the payment. 7. *Por saldo de sua conta*, in payment (or settlement) of your account.

V. S.<sup>as</sup> confirmaram no seu aviso de 10 de Maio, não sabemos donde provem aquelle debito.<sup>8</sup>

Pedimos-lhes, pois, para bôa regularidade,<sup>9</sup> esclarecer-nos a respeito.<sup>10</sup>

Aguardando suas ordens, firmamo-nos com muita estima,  
De V. S.<sup>as</sup>,

MANOEL GONÇALVES E IRMÃO.

8. *Não sabemos donde provem aquelle debito*, we don't know how this debit comes about (or whence it comes). 9. *Para bôa regularidade*, for order's sake. 10. *Esclarecer-nos a respeito*, to clear up (or to elucidate) this matter for us.

#### 54. Advising Drafts.

LONDON, 16th June, 19..

MESSRS. FONSECA BRAGA E CA.,  
Oporto.

Dear Sirs,

Confirming our letter of the 12th inst., we now beg to advise<sup>1</sup> you that we have taken the liberty of drawing on you<sup>2</sup> at to-day's date<sup>3</sup> the following drafts<sup>4</sup>:—

No. 3256 for £500 to the order of<sup>5</sup> F. Hood & Co., at two months date;

No. 3258 for £1,000 to the order of S. Lauther & Co., at one month date;

of which we beg you kindly to take note,<sup>6</sup> and to honour same with your acceptance.<sup>7</sup>

We remain, dear Sirs,

Yours truly,

WILLIAM TRUSTWELL & SONS.

1. We now beg to advise you, *temos a honra de lhes informar*. 2. We have taken the liberty of drawing on you, *nos permittimos sacar sobre V. S.<sup>as</sup>*. 3. At to-day's date, *em data de hoje*. 4. The following drafts, *as letras seguintes*. 5. To the order of, *ordem de*. 6. We beg you kindly to take note, *queiram V. S.<sup>as</sup> tomar bôa nota*. 7. To honour same with your acceptance, *fazer-lhes bom acolhimento*.

## 55. Delay in Sending Invoices.

BAHIA, 10 de Abril de 19..

ILL.<sup>MOS</sup> SRS. HAROLD RIGBY & SONS,  
Liverpool.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 2 do corrente.

*Facturas.* Com as difficuldades de correio, temos sempre recebido as suas facturas com sensivel<sup>1</sup> atraso, o que nos acarreta prejuizo não pequeno,<sup>2</sup> pois não podemos despachar as mercadorias, em vista da falta de detalhes para o despacho aduaneiro.<sup>3</sup>

Para corregir esta lacuna,<sup>4</sup> devemos recommendar-lhes que nos mandem uma factura com todos os detalhes, mandando-nos depois a factura completa para os respectivos lançamentos<sup>5</sup> em nossos livros.

Assim desaparecerá esta falta, que tantas contrariedades<sup>6</sup> nos tem dado.

Anticipando-lhes os nossos agradecimentos, aproveitamos a oportunidade para repetir-lhes os nossos mais distintos cumprimentos.

F. CARVÃO E CA.

1. *Sensivel*, regrettable, appreciable. 2. *Nos acarreta prejuizo não pequeno*, causes us no small trouble. 3. *O despacho aduaneiro*, the Custom House clearance. 4. *Para corregir esta lacuna*, to correct this hiatus (or gap); say: in order to put this right. 5. *Lançamentos*, entries. 6. *Contrariedades*, annoyances, disappointments.

## LESSON XVI.

### Conversational Exercise.

1. I cannot afford that. Não tenho posses para isso.
2. We cannot afford such expenses. Não temos meios para tão grande despeza.
3. The season is now well advanced. A estação já está muito adiantada.
4. The building is now at an advanced stage. Se acham adiantados na construção.
5. We do not mind the expense. Não olhamos á despeza.
6. We are at some expense for that business. Mettemo-nos em despezas para este negocio.
7. He lives beyond his income. A sua despeza excede ás rendas.
8. This cloth is frayed. Este tecido está esfregado.
9. You have overcharged us this amount. Vm.<sup>ões</sup> têm-nos sobreacarregado esta somma (*or* têm-nos pedido esta somma de mais).
10. Our tea has enjoyed for over a century a universal reputation, due to its quality and taste (flavour). O nosso chá goza ha mais de um secolo reputação universal, devido á sua qualidade e sabor.
11. If you like, you may have it on trial. Se quizer, dar-lh'o-hei a contento.
12. Don't fail to keep your promise. Não me falte com a sua palavra.
13. This business requires haste and secrecy. Este negocio exige brevidade e segredo.
14. They were packages shipped at through rate. Os volumes foram embarcados a frete corrido.
15. These stocks are at par. Estes fundos estão ao par.
16. We want this article trimmed with lace. Queremos este artigo garnecido de rendas.
17. Of course the sheetings are offered free (franco) Pará. Sem duvida o panno de linho para lençoes se offerece posto no Pará.

18. What a pity ! I can only pay 2d. at most. Que pena ! Só posso pagar 2d. quando muito.

19. They are manufacturers of jute cloths and yarns of all kinds. São manufactureiros de pannos e fios de juta de todas qualidades.

20. We are the largest makers of motor-car accessories (*or* fittings). Somos os maiores fabricantes de accessorios para automoveis.

21. Kindly look into the matter. Queiram verificar (*or* examinar) o assumpto.

22. The letter is sent to care of Mr. Chagas. Mandamos a carta á entrega do Snr. Chagas.

23. They will be paid at the maturity date of your bill. Serão pagos no dia do vencimento do seu saque.

24. It is to be hoped that everything is in perfect order. É de esperar que tudo venha perfeito e bom.

25. Good-bye, until we meet again. Até ao prazer de o tornar a ver outra vez.

## 56. Explaining Delay in Payment.

RIO DE JANEIRO, 16 de Novembro de 19..

ILL.<sup>MOS</sup> SNRS. JAMES TREVOR & SONS,.  
Manchester.

Amigos e Senhores,

Acabamos de receber o seu estimado obsequio de 19 de Outubro p.p., e em resposta vimos dizer-lhes<sup>1</sup> que, se a remessa do dinheiro levou mais de 30 dias, não foi nossa a culpa mas sim<sup>2</sup> da demora dos vapores, pois fizemos o pagamento logo após á apresentação<sup>3</sup> do saque e mesmo antes de retirarmos a mercadoria da Alfandega.<sup>4</sup> Como V. S.<sup>as</sup> não ignoram,<sup>5</sup> actualmente a mercadoria fica muito tempo em Liverpool e os vapores tambem gastam mais dias na

1. *Vimos dizer-lhes*, we come to say to you, i.e., we have to say to you.  
 2. *Levou mais de*, took more than. 3. *Mas sim*, but rather. 4. *Logo após á apresentação*, immediately on presentation. 5. *Como V. S.<sup>as</sup> não ignoram*, as you are not unaware, i.e., as you are aware. Note that "to ignore" is rendered in Portuguese by *não fazer caso de*, or *desprezar*.

travessa<sup>6</sup> que antes da guerra. A seu debito lançamos<sup>7</sup> £3 . 19 . 7, importancia<sup>8</sup> dos juros que nos haviam debitado.

Certos do mais que se servem dizer-nos, somos com subida estima e consideração,

De V. S.<sup>as</sup>,

Amgs. Crs.,

AUGUSTO OLIVEIRA E CA.

6. *Gastam mais dias na travessa*, spend (or take) more days in the passage.

7. *A seu debito lançamos*, we place to your debit. 8. *Importancia*, the amount. Note that in Portuguese the Definite Article is omitted before a noun when used in apposition to a preceding phrase, as in the above example.

## 57. Advice of Payment Made.

LEEDS, 27th December, 19..

MESSRS. BOTELHO E CA.,  
Pernambuco.

Dear Sirs,

In conformity with the request<sup>1</sup> made in your favour of the 3rd inst., we have paid<sup>2</sup> to Messrs. Renshaw Bros. & Co., of this town, the balance of your esteemed account, viz., £13 . 16 . 9., and we debit you in account with this sum,<sup>3</sup> value 21st inst., as per the abstract of account current<sup>4</sup> which we enclose herewith.

Without anything further for to-day, and wishing you the Compliments of the Season,<sup>5</sup>

We remain, dear Sirs,

Yours faithfully,

JAMES MERRYWEATHER & CO.

1. In conformity with the request, *segundo o desejo* (or *conforme à ordem*),
2. We have paid, *temos pago*.
3. We debit you in account with this sum. *lançamos esta somma ao débito da sua conta*.
4. As per the abstract of account current, *segundo o extracto de conta corrente*.
5. Wishing you the Compliments of the Season, *desejando-lhes um anno novo prospero e feliz*, or *recebam os nossos sinceros votos pelo novo anno*.

## 58. Enclosing Account Current.

LISBOA, 2 de Julho de 19..

ILL.<sup>MOS</sup> SNR.<sup>ES</sup> CANDIDO FREITAS E CA.,  
Porto.

Amigos e Snres.,

Temos a honra de lhes confirmar a nossa ultima de 25 do

cr.<sup>te</sup>, no qual lhes demos aviso d'um embarque feito no mesmo dia pelo vapor "*Ernesto*."

É objecto da presente acompanhar-lhes a copia da sua conta-corrente<sup>1</sup> comnosco, fechada em<sup>2</sup> 30 de Junho pp.<sup>do</sup>, apresentando em nosso favor um saldo<sup>3</sup> de 5,300 \$000 réis, que lançámos para nova conta<sup>4</sup> a seu debito. Queiram examinal-a e dizer-nos se está exacta.<sup>5</sup>

Somos com muita estima,

De V. S.<sup>as</sup>.,

Amigos e Crds. Obgds.,

A. NOGUEIRA E CA.

1. *A copia da sua conta-corrente*, copy of your account-current. 2. *Fechada em*, closed at. 3. *Apresentando em nosso favor um saldo*, showing a balance in our favour. 4. *Lançámos para nova conta*, we have carried forward (to new account). 5. *Dizer-nos se está exacta*, let us know if it is correct (or in conformity).

## 59. Acknowledgment of Account Current.

PORTO, 4th July, 19..

MESSRS. A. NOGUEIRA E CA.,  
Lisboa.

Dear Sirs,

We beg to acknowledge receipt of<sup>1</sup> your favour of the 2nd inst., enclosing abstract of account current with your good selves,<sup>2</sup> showing a balance<sup>3</sup> in your favour at the 30th June of 5,300 \$000 reis, which we find in conformity with our books.<sup>4</sup>

We hope to make you a remittance shortly, and meanwhile beg to remain, dear Sirs,

Yours faithfully,

CANDIDO FRIETAS E CA.

1. We beg to acknowledge receipt of, *estamos de posse de*; *accusamos a recepção de*. 2. Abstract of account current with your good selves, *o extracto da nossa conta corrente*. 3. Showing a balance in your favour of, *saldando a seu favor por*. 4. We find in conformity with our books, *encontramos de acordo (or conforme) com a nossa escripturação*.

## 60. Another Acknowledgment of Account Current.

RIO DE JANEIRO, 19 de Agosto de 19..

SNRS. JAMES PETERSON & Co.,  
Londres.

Amigos e Snrs.,

Damos em nosso poder o seu prezado favor de 30 de Junho

p.findo, acompanhando o extracto da nossa conta corrente em sua casa que demostra o saldo a nosso favor em 30 Junho 19..., de £14 . 5 . 4, que confere com os nossos lançamentos.<sup>1</sup>

Rogamos entregarem esse saldo<sup>2</sup> por nossa conta aos Snrs. Morreau, Dubois & Co., d'essa praça, avisando-nos.

Saudando-os,<sup>3</sup> somos,

De Vm.<sup>cés</sup>,

Am.<sup>os</sup> Obr.<sup>s</sup>,

PEREIRA MENDES E CA.

1. *Confere com os nossos lançamentos*, agrees with our books. 2. *Rogamos entregarem esse saldo*, we beg you kindly to pay the said balance. 3. *Saudando-os*, saluting you; with compliments.

## 61. Advising a Difference in Account Current.

RIO DE JANEIRO, 7th August, 19..

MESSRS. WILLIAM JONES & Co.,  
Liverpool.

Dear Sirs,

We duly received your favours of 16th and 30th June, and 7th July.

*Account Current.* In the account current which you sent to us, closed off at the<sup>1</sup> 30th June last, we find a small difference in the invoice of the 15th February, 19..., per ss. "Camoens," the value of which is<sup>2</sup> £38 . 1 . 11, and not £37 . 2 . 10. In all other respects<sup>3</sup> the account in question is in accordance<sup>4</sup> with our books. We await your confirmatory advice.<sup>5</sup>

*Credit.* We have credited your account with<sup>6</sup> £14 . 9 . 6, value of your invoice of 2nd July last, Case No. 513.

We remain, dear Sirs,

Yours faithfully,

HENRIQUE MORÃES E CA.

1. Closed off at the, *fechada em*. 2. The value of which is, *que é do valor de*.  
3. In all other respects, *em tudo o mais*. 4. The account in question is in accordance, *a referida conta* (or *o referido extracto*) *está de acordo*. 5. Confirmatory advice, *aviso de confirmação*. 6. We have credited you with, *a crédito de sua conta levámos*.

## LESSON XVII.

### Conversational Exercises.

1. The steamer "Esmeralda" is expected about the middle of March.  
O vapor "Esmeralda" é esperado em meado de Março.
2. She receives passengers for Santos with transhipment at Rio.  
Recebe passageiros para Santos com transbordo no Rio.
3. Kindly inform me of the cost of tin-foil plates, the same as the samples I enclose.  
Queiram informar-me do custo de laminas de chumbo igual ás amostras que incluo.
4. He returned us the said bill, together with protest and account of charges.  
Nos devolveu a dita letra, com protesto e conta de resaque.
5. Please advise us when the bills are covered (*or paid*).  
Queiram avisar-nos quando sejão cobertas as letras.
6. The draft fell due yesterday.  
O saque venceu-se hontem.
7. They have many outstanding debts.  
Teem muitas dívidas activas.
8. We beg you kindly to honour this draft.  
Pedimos-lhes dem bom acolhimento a esta letra.
9. We hope you will do the needful (*or provide*).  
Esperamos que Vm.<sup>estes</sup> ocorrerão com o necessário.
10. We hope that the result will be successful.  
Fazemos votos para um resultado feliz.
11. They have much capital locked up in that business.  
Teem muitos capitais empatados n'esse negocio.
12. They cannot meet their engagements (*or liabilities*).  
Não pôdem fazer face aos seus compromissos.
13. He accepted it against duplicate receipts.  
O aceitou a troco de recibos em duplicado.

14. They do business for cash or payment by instalments. Fazem negócios de prompto pagamento ou a prazo.

15. We enclose a draft at 90 days sight. Juntamos um saque a 90 dias vista.

16. We prefer a bill at sight. Preferimos uma letra a vista.

17. Write to me, so that I may know how I stand (*or* what to expect). Escreva-me, para que eu possa saber com o que contar.

18. I think he will make good (*or* keep) his word. Creio que elle manterá (*or* conservará) a palavra.

19. He sent me this as a guide (*or* to go by). Me enviou isto para servir-me de norma.

20. He settled (*or* paid) the bill at maturity. Saldou a letra no seu vencimento.

21. We are preparing due honour for your draft, on presentation. Preparamos a seu saque bom acolhimento, logo que se apresentar.

22. These shares are now at par. Estas accções estão agora ao par.

23. There is a rumour abroad that this house has gone bankrupt. Corre o boato que esta casa tem quebrado.

24. The (public) stocks are looking up. Os fundos publicos estão em alta.

25. We don't know which way to turn. Não sabemos de (*or* para) que lado nos hemos de voltar.

## 62. Regarding Promissory Notes.

RIO DE JANEIRO, 11 de Setembro de 19..

ILL.<sup>MOS</sup> SRS. T. REEDMAN & Co.,  
Londres.

Amigos e Srs.,

Confirmamos a nossa respeitosa de hoje e accusamos o recebimento de<sup>1</sup> seus favores de 6 e 27 de Junho e 11 de Julho pp., com referencia ao pagamento da prestação<sup>2</sup> de

1. *Accusamos o recebimento de*, we acknowledge receipt of. 2. *Pagamento da prestação*, payment of the promissory note (*or I O U*).

30 de Abril pp., que deixou de ser feita<sup>3</sup> na parte que VV. SS., pela sua carta de 14 de Agosto de 19..., especificaram para ser paga pela Sociedade em liquidação.<sup>4</sup>

Felizmente agora já podemos dar solução de<sup>5</sup> todos estes assumptos mais satisfatoriamente para VV. SS., e n'este mesmo correio escrevemos aos Amigos mais detalhadamente.<sup>6</sup>

Queiram acceitar as nossas amistosas saudações.

MANOEL DE CASTRO E CA.

3. *Que deixou de ser feita*, which was omitted to be made. 4. *Pela Sociedade em liquidação*, by the Company in liquidation. 5. *Podemos dar solução de*, we are able to give a solution to (or to settle). 6. *Mais detalhadamente*, more fully.

### 63. Requesting Payment of Account.

BRADFORD, 25th May, 19..

MESSRS. ANTONIO DE SOUZA E CA.,  
Lisbon.

Dear Sirs,

We are sorry to have to write you again<sup>1</sup> with regard to the state of our account with your goodselves. Although we have written to you repeatedly<sup>2</sup> requesting a remittance against the balance due,<sup>3</sup> you have completely ignored<sup>4</sup> our letters, so that we are at a loss to know<sup>5</sup> what your actual position is.

We are now reluctantly compelled<sup>6</sup> to inform you that, unless we receive a remittance within the next fourteen days, we shall have no alternative but to place<sup>7</sup> the matter in the hands of our solicitor, with a view to enforcing payment<sup>8</sup> of this account, now considerably overdue.<sup>9</sup>

Trusting that you will save us the disagreeable necessity of having recourse to legal aid<sup>10</sup> in this matter,

We remain, dear Sirs,  
Yours faithfully,

DUNHAM & CO.

1. To have to write to you again, *ter de escrever-lhes* novamente.
2. Repeatedly, *repetidas vezes*.
3. Against the balance due, *a conta do saldo vencido* (or *em descoberto*).
4. You have completely ignored, *V. S<sup>as</sup>, não tem feito caso algum de*.
5. We are at a loss to know, *não alcançamos a saber*.
6. We are . . . reluctantly compelled, *vemo-nos com muito pesar obrigados*.
7. We shall have no alternative but to place, *não teremos outro remedio senão de colocar* (or *traspasar*).
8. With a view to enforcing payment of, *com o objecto de fazer-nos pagar*.
9. Now considerably overdue, *já muitíssimo atrasado*.
10. The disagreeable necessity of having recourse to legal aid, *o dever desagradável de ter de recorrer* (or *appellar*) *aos meios legaes*.

## 64. Enclosing Remittance.

RIO DE JANEIRO, 16 de Outubro de 19..

SNRS. PORTER, SONS & Co.,  
Leeds.

Amigos e Senrs.,

Damos em n/ poder a sua prezada carta de 12 de Setembro p.p<sup>do</sup>., cujo conteudo notámos.

Incluimos uma cambial<sup>1</sup> do valor de £300 . 0 . 0, saque No. C-2/3244, a 90 d/v. do Banco do Brazil sobre London and County Banking Company Ltd., Londres, cujo producto se dignarão levar a credito<sup>2</sup> da n/ conta, sob aviso.<sup>3</sup>

Somos com toda a estima,

De Vm.<sup>cés</sup>,

Am.<sup>os</sup>. Obr.<sup>os</sup>,

SIDONIO BARROSO E CA.

1. *Uma cambial*, a bill of exchange. 2. *Cujo producto se dignarão levar a credito*, the proceeds of which you will be good enough to place to the credit. 3. *Sob aviso*, under advice, with advice.

## 65. Difficulties of Transport.

LIVERPOOL, 6th October, 19..

MESSRS. CASTRO MONTEIRO E CA.,  
Lisbon.

Dear Sirs,

We are in receipt of your favour of the 28th ultimo, enquiring about two cases marked J.R. Nos. 18/19, destined for Lisbon.

Owing to acute congestion of traffic<sup>1</sup> and inadequate railway facilities,<sup>2</sup> there have been very considerable difficulties in forwarding cargo to Portugal, and these were further intensified by labour troubles<sup>3</sup> in this country, which

1. Congestion of traffic, *o accumulo do tráfego*. 2. Inadequate railway facilities, *facilidades (or meios) ferro-viárias inadequadas (or insuficientes)*. 3. Were further intensified by labour troubles, *foram intensificadas ainda mais pelos disturbios operarios*.

completely disorganized the already very limited train services,<sup>4</sup> and made delays inevitable.<sup>5</sup> The T..... line<sup>6</sup> has suffered more than any other, and was closed altogether<sup>7</sup> until last week. We are pleased, however, to inform you that cargo is now going forward,<sup>8</sup> and the above-mentioned packages have already left Liverpool for Lisbon.

We regret the delay which has unavoidably<sup>9</sup> occurred, and beg to remain, dear Sirs,

Yours faithfully,

MORTIMER LAIDLEY & Co.

4. Train services, *serviços de trens* (or *comboios*). 5. Made delays inevitable, *tornaram inevitáveis as demoras*. 6. The line, *a linha*. 7. Was closed altogether, *ficou completamente fechada*. 8. Cargo is now going forward, *já se expede a carga*. 9. Unavoidably, *inevitavelmente, necessariamente*.

## 66. Acknowledging Rebate.

PERNAMBUCO, 26 de Setembro de 19..

ILL.<sup>MOS</sup> SNRS. HARCOURT & Co.,  
Londres.

Amigos e Snrs.,

Em devido tempo recebemos o seu favor de 13 de Agosto pdpo., cujo conteudo notámos e agradecemos.

De posse da duplicata do recibo de £1 . 1 . 1, que V. S.<sup>as</sup> entregaram aos Snrs. Jones Bros. & Co., por nossa conta, importancia esta<sup>1</sup> do saldo em seu poder a nosso favor, proveniente do retorno de fretes<sup>2</sup> que V. S.<sup>as</sup> haviam recebido da Royal Mail, conforme seu aviso.

Sempre ás suas ordens, firmamo-nos com a maior estima,  
De V. S.<sup>as</sup>,

Am.<sup>os</sup> Obr.<sup>dos</sup>,

VILHENA CHAGAS E CA.

1. *Importancia esta*, which amount. 2. *Proveniente do retorno de fretes* (proceeding from the) rebate of freights.

**EXERCISE FOR TRANSLATION.****MARKET REPORT.**

Bradford Wool.—Spinners<sup>1</sup> are waiting for their allocations<sup>2</sup> of wool and tops<sup>3</sup> for next rationing period,<sup>4</sup> and until details are known it is very difficult for new business for civilian trade<sup>5</sup> to be transacted.<sup>6</sup> There is considerable doubt as to the proportion of allocation which will be available<sup>7</sup> for home and export trade<sup>8</sup> respectively, and this adds to the difficulty in the way of placing<sup>9</sup> new business.

1. Spinners, *fiandeiros*. 2. Allocations, *repartições, partilhas*. 3. Wool and tops, simply say: *lã*. 4. Rationing period, *periodo de repartição*. 5. Civilian trade, *o commercio civil*. 6. To transact business, *fazer* (or *tratar*) *negocios*. 7. Available, *disponivel*. 8. Home and export trade, *commercio interior e exterior*. 9. In the way of placing, *pelo que diz respeito da collocação de*; or simply: *em lançar*.

# LESSON XVIII.

## Conversational Exercise.

1. We have to call your attention to the delay in your remittances.  
Cumpre-nos chamar a sua atenção para a demora nas suas remessas.
2. This is news to me.  
É novidade para mim.
3. We beg you kindly to provide the needful, in order that our signature may be duly honoured on presentation.  
Rogamos-lhes se sirvam ordenar o necessario, para que ache a nossa assignatura bom acolhimento quando se apresentar.
4. They cannot cope with the great rush of business.  
Não pôdem fazer face á grande affluencia de pedidos.
5. They are makers of rubber manufactures of all kinds for scientific uses, engineering and mechanics.  
São fabricantes de artefactos de borracha de toda qualidate para fins scientificos, engenharia e mechanica.
6. Please reimburse yourselves for everything by drawing on us.  
Queiram reembolsar-se de tudo, sacando sobre nós.
7. In case of non-acceptance or non-payment, please advise us.  
No caso de falta de aceite ou de pagamento, queiram avisar-nolo.
8. We shall keep the goods thrown on our hands.  
Ficaremos com as mercadorias encostadas.
9. All your orders are in hand.  
Todas as suas ordens estão em mão (*or* em trabalho).
10. All the steamers of this Company are fitted up with wireless telegraphy (apparatus).  
Todos os paquetes d'esta Companhia são dotados com apparelhos de telegraphia sem fios.
11. In order to obtain room, it is as well to reserve it in advance.  
Para se obter logar é conveniente reserval-o com bastante antecedencia.
12. In view of the great rush of passengers travelling on the boats of this Company.  
Em vista da grande affluencia de passageiros que viajam nos paquetes d'esta Companhia.

13. We shall spare no effort to intensify (*or* stimulate) our business.

14. We give, below, the principal figures of the balance sheet of the D. Bank.

15. The gross profits reached 25,585,000 crowns, the net profits, 13,028,000.

16. Please reimburse yourself on me, at sight, for the amount and the charges.

17. Our market is feeling a great scarcity of cash.

18. We beg you to excuse us for having omitted (*or* forgotten) to advise our bill.

19. They were obliged to refuse acceptance.

20. We shall not fail to let you have funds in good time to cover these bills.

21. Belgian stocks are yielding a comparatively remunerative result.

22. The guarantees of this loan are secured by the receipts (*or* revenue) of the S. Customs.

23. Please transmit to me your orders for anything you may require.

24. The securities will be payable to bearer, redeemable in 50 years.

25. Misfortunes never come singly.

Não pouparemos esforços para intensificar os nossos negócios.

Damos, em seguida, as principaes rubricas do balanço do D. Bank.

Os lucros brutos elevaram-se a 25,585,000 corôas, os lucros liquidos a 13,028,000.

Queira reembolsar-se sobre mim a vista pela importancia e as despezas.

A nossa praça está sentindo grande falta de dinheiro metallico.

Rogamos-lhes desculpem que temos perdido de vista de dar aviso da nossa letra.

Foram obrigados a recusar o aceite.

Não deixaremos de remetter-lhes oportunamente fundos para cubrir estas letras.

Os Fundos belgas dão um rendimento relativamente remunerador.

As garantias d'este emprestimo estão asseguradas pelas receitas da Alfandega de S.

Peço-lhe me transmitta suas ordens para qualquer cousa que puder offerecer-se.

Os titulos serão ao portador, reembolsaveis em 50 annos.

Uma desgraça nunca vem só.

## 67. General Letter.

RIO DE JANEIRO, 11 de Setembro de 19..

ILL.<sup>MOS</sup> SRS. CHARLES RAWTON & SONS,  
Manchester.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 28 de Agosto ultimo, e respondemos aos seus estimados favores de 13 de Junho e 3 de Julho pp.

216 peças *Pongée TR 274*. Recebemos a amostra d'este artigo que VV. SS. nos enviaram para confirmação, e examinando-a<sup>1</sup> com a referencia de compra, achamos a entrega muito ruim,<sup>2</sup> pois não apresenta o mercerizado<sup>3</sup> do typo original.<sup>4</sup>

Apezar d'este facto e por haver grande falta do artigo<sup>5</sup> no mercado no momento, resolvemos concordar com<sup>6</sup> a entrega e pedir-lhes para embarcar sem demora este lote. Assim, pois, queiram embarcar no primeiro vapor este lote, e activar a entrega das 300 peças da qualidade TR 275, que esperamos sejam entregues de acordo com o typo original.

*Chita estampada*. Recebemos as referencias que nos mandaram d'este artigo. Com quanto<sup>7</sup> a apparencia seja bôa, devemos chamar a attenção dos Amigos para a qualidade que parece ser inferior ao typo que VV. SS. nos forneceram. Tratando-se de<sup>8</sup> um artigo barato e de bôa venda<sup>9</sup> no momento, pedimos-lhes embarcarem logo<sup>10</sup> o lote todo. Queiram recommendar para que as amostras sejam bem feitas e vistosas<sup>11</sup> e que tragam um typo com toda a largura da fazenda.<sup>12</sup>

*Entregas*, Chamamos a sua benevola attenção para o atrazo<sup>13</sup> nas entregas em que estão os seguintes artigos:—

60	peças	31-2 in.	Zephyr <sup>14</sup>	T R 16
208	„	24	„	Cassa branca T R 187.

1. *Examinando-a*, examining it, on examining it. 2. *Muito ruim*, very bad. 3. *Não apresenta o mercerizado*, it does not show the mercerizing. 4. *Do typo original*, of the original quality (sample). 5. *Por haver grande falta do artigo*, owing to there being a great shortage of the article. 6. *Resolvemos concordar com*, we decided to agree to. 7. *Com quanto*, although. 8. *Tratando-se de*, as it is a question of. 9. *De bôa venda*, of good sale, having a good sale. 10. *Logo*, immediately. 11. *Bem feitas e vistosas*, well made and showy. 12. *Um typo com toda a largura da fazenda*, full-width quality sample. 13. *O atrazo*, the delay. 14. *Zephyr* (or *Zephyro*), zephyr(s).

300	„	24-5	„	Cassa salpicos <sup>15</sup>	2457.
120	„	26	„	Levantine preta <sup>16</sup>	765.
1,000	„	18	„	Tecido branco rendado <sup>17</sup>	W 456.
100	„	26	„	Nanzouck <sup>18</sup> branco	L 4589
48	„	25	„	Voile cordão <sup>19</sup>	T 347.

Na esperança da sua factura e aviso d'expedição, ficamos com alta consideração,

De VV. SS.,

Am.<sup>os</sup> Att.<sup>os</sup> e Cr.<sup>os</sup>,

PINHEIRO BARBOSA E CA.

15. *Cassa salpicos*, spot muslins. 16. *Levantine preta*, black Italians (local name). 17. *Tecido branco rendado*, white lace goods. 18. *Nanzouck*, nainsook. 19. *Voile cordão*, corded voile.

## 68. Deliveries and Shipments.

LIVERPOOL, 16th July, 19..

MESSRS. AFFONSO CORDEIRO E CA.,  
Pernambuco.

Dear Sirs,

We have duly received your esteemed favour of the 28th June last, and we have already despatched the goods mentioned therein,<sup>1</sup> i.e., packages 11 and 12, by the steamer "Amazon," which sailed<sup>2</sup> last week. There still remain to be shipped<sup>3</sup> 30 pieces of Fancies<sup>4</sup> No. 346. The manufacturer has not yet made these goods, and he has informed us that he cannot give us any definite delivery date. We are altogether in the hands of the makers<sup>5</sup> for orders on a small scale,<sup>6</sup> and we can only assure you that we have done our very utmost to obtain<sup>7</sup> the delivery of this small balance.<sup>8</sup>

We are much obliged for<sup>9</sup> your remittance of £100, which

1. Mentioned therein, *das quaes fazem menção* (or *mencionadas no mesmo*).  
2. Sailed, *saiu*. 3. There still remain to be shipped, *ainda faltam embarcar*. 4. Fancies, *tecido de fantasia*. 5. We are altogether in the hands of the makers, *dependemos inteiramente dos fabricantes*. 6. On a small scale, *em pequena escala*. 7. We have done our very utmost to obtain, *temos feito todo o possível que estava ao nosso alcance para obter*. 8. This small balance, *este pequeno saldo* (or *resto*). 9. We are much obliged for, *agradeçemos-lhes muito*.

we received by your above-mentioned favour, and we have pleasure in crediting your account with the net proceeds<sup>10</sup> of this remittance, viz.,<sup>11</sup> £98 . 15 . 7, value 14th inst., with our best thanks.<sup>12</sup>

We remain, dear Sirs,

Yours faithfully,

CLARKE, SONS & CO.

10. The net proceeds, *o liquido producto*. 11. Viz., *isto é* (or *a saber*).  
12. Our best thanks, *os nossos mais expressivos agradecimentos*.

## 69. Remittance and Accounts.

BAHIA, 13 de Setembro de 19..

SR.<sup>s</sup> CARDIGAN & CO., LTD.,  
Leeds.

Am.<sup>os</sup> e Sn.<sup>rs</sup>,

Confirmando minha carta de 9 de Agosto p.p., accuso em m/ poder s/ estimado favor de 2 do mesmo.

*Credito £100 . 8 . 3, valor de 29 de Julho de 19..., pela  
factura F B L 14/16 por "Chili."*

*Remessa.* Junto á presente a primeira via da letra<sup>1</sup> 90 d/v, No. 10295 s/ Londres,<sup>2</sup> produzida pelo British Bank of South America, Ltd., contra sua caixa matriz,<sup>3</sup> da importancia de £80, que se servirão descontar ao melhor typo do mercado, creditando em m/ c.<sup>4</sup> o producto liquido da mesma.

Conferindo<sup>5</sup> agora sua factura F B L 14/16 por "Chili" nota que Vm.<sup>cés</sup> carregaram despezas sobre embarque £3 . 10 . 6 e mais frete<sup>6</sup> £6 . 9 . 5, assumpto sobre o qual já me referi em m/ carta de 2 de Agosto p.p. em relação á sua factura F B L 11/12 por "Amazon," e não havendo proporção das despezas de uma para outra factura,<sup>7</sup> rogo-lhes ainda me

1. *Primeira via da letra*, first of exchange of the bill. 2. *S/ (sobre) Londres*, on London. 3. *Caixa matriz*, head-office. 4. *M/c (minha conta)*, my account.

5. *Conferindo*, on looking over. 6. *Mais frete*, also (or plus) freight. 7. *De uma para outra factura*, of one invoice and the other.

darem<sup>8</sup> uma explicação sobre o assumpto. Noto mais que<sup>9</sup> na factura por "Amazon," Vm.<sup>cês</sup> cobraram seguro á taxa de<sup>10</sup> 10/- por cento enquanto<sup>11</sup> que na factura por "Chili" a taxa foi de 12-6 per cento, não comprehendendo portanto qual o motivo<sup>12</sup> d'esta alteração.

Com estima sou,

De Vm.<sup>cês</sup>,

Am.<sup>º</sup> e Cr.<sup>º</sup> Obr.<sup>º</sup>,

FRANCISCO BARROSA.

8. Rogo-lhes ainda me darem, I again (or I have still to) request you to give me. 9. Noto mais, I notice moreover. 10. Cobraram seguro á taxa de, you charged insurance at the rate of. 11. Em quanto, whereas. 12. Qual o motivo, what is the reason.

## EXERCISE FOR TRANSLATION.

### EMBARGO<sup>1</sup> ON U.S. STEEL AND IRON EXPORTS.<sup>2</sup>

Pittsburg, Thursday.—The General Operating Committee<sup>3</sup> of the Eastern Railroads has decreed an immediate embargo on shipments of export steel billets,<sup>4</sup> bars and plates,<sup>5</sup> and scrap and pig-iron,<sup>6</sup> unless intended for use abroad by the United States' Government. The Committee also suspended all fast freight trains.<sup>7</sup>

A preliminary report before the Committee showed there are now stored<sup>8</sup> on the ground and in cars<sup>9</sup> at Northern Atlantic ports, 1,325,000 tons<sup>10</sup> of steel.

1. Embargo, *embargo*. 2. Steel and iron exports, *as exportações de aço e de ferro*. 3. Committee, *comissão* (f.). 4. Steel billets, *barras de aço*. 5. Bars and plates, *barras e chapas*. 6. Scrap and pig-iron, *socata (de ferro) e ferro em gusa* (or *em linguados*). 7. Fast freight trains, *comboios de carga de grande velocidade*. 8. Stored, *armazenado*. 9. Cars, *carros*. 10. Tons, *toneladas*.

## LESSON XIX.

### Conversational Exercises.

1. He applied to our Consul in that town, asking him for explanations.  
Dirigiu-se ao nosso Consul n'aquella cidade, pedindo-lhe esclarecimentos.
2. Loans made to any amount on mortgage of properties in Lisbon and the neighbourhood.  
Empresta-se qualquier quantia sobre hypothecas de propriedades em Lisboa e arredores.
3. The payment of this dividend, relating to the second half-year of 19..., free of income tax, will begin on the 2nd March next.  
O pagamento d'este dividendo relativo ao 2º semestre de 19..., livre do imposto de rendimento, ha de começar no dia 2 de Março proximo.
4. It will continue on all working-days.  
Continuará todos os dias uteis.
5. We have only to send you herewith the protest for non-acceptance of your bill for £100.  
Limitamo-nos a remetter-lhes aqui juncto o protesto de não acceite á sua letra de £100.
6. We have received these products in payment of a doubtful debt.  
Temos recebido estes productos em pagamento d'uma dvida mal parada.
7. They incited the strike on the part of the railway workers.  
Incitaram a greve dos ferrovários.
8. The losses are calculated at 10 million dollars.  
As perdas são calculadas em 10 milhões de dollars.
9. They had not looms available for commercial purposes.  
Não tinham teares disponíveis para fins commerciaes.
10. The shareholders are invited to appear at the ordinary meeting, which is to take place on the 3rd March next.  
São convidados os srs. accionistas para comparecerem na reunião ordinaria, que se deve realizar em 3 de Março proximo futuro.

11. The exchange was very firm, there having been a scarcity of paper. We give below the usual quotations.

12. She is receiving cargo at through rate for Rio de Janeiro.

13. He does not know which way to turn.

14. They are Treasury difficulties, and as such must be considered of a temporary nature.

15. There do not exist in the railway stations more than a million odd bags of coffee, most of which are choice qualities.

16. The rubber market was inactive, sales being insignificant, in spite of regular arrivals.

17. These are 4 per cent. Treasury Bonds issued in July.

18. He says he has heard from a reliable source that the Government is already issuing bills against their bankers.

19. The reports which are circulating are without foundation.

20. They are manufacturers and spinners of cotton, twilled shirtings, double weft and cambrics.

21. I hope you will freely command my services for anything which you may require.

O cambio esteve muito firme, tendo havido falta de papel. Damos abaixo as cotações de costume.

Recebe carga a frete directo para Rio de Janeiro.

Elle não sabe para onde se ha de virar.

São dificuldades de thesouro e, como taes, devem considerar-se passageiras.

Não existem nas estações de estradas de ferro mais que um milhão e pouco de saccas de café, na sua maioria de escolha.

Esteve pouco activo o mercado de borracha, sendo insignificantes as vendas, apezar de regulares entradas.

São Bons do Thesouro 4 por cento emitidos em Julho.

Diz ter em fonte segura colhido a noticia de que o Governo do Estado já está emitindo saques contra seus banqueiros.

Carecem de fundamento as noticias que circulam.

São fabricantes e fiaendeiros de algodão, algodão trançado para camisas, dupla trama e cambraiás.

Para quanto lhes possa ser prestavel, estimarei me dêm a satisfacção d'empregar-me no seu serviço.

22. What will become of him ? Que virá a ser d'elle ?  
 23. We manufacture bags for Somos fabricantes de saccos  
 corn, coffee, cocoa, sugar, para trigo, café, cacao,  
 cement and ores. assucar, cimento e mineraes.  
 24. They are trying to develop the railway system. Procura-se desenvolver a rede ferroviaria.  
 25. We shall hasten in order to make up for lost time. Apressar-nos-hemos a ganhar o tempo perdido.

## 70. Regarding Payments.

BAHIA, 20 de Outubro de 19..

ILL.<sup>MOS</sup> SRS. HARRIS & THOMAS,  
 Liverpool.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 26 de Setembro ultimo, sem nenhum favor de VV. SS. a que devamos resposta.<sup>1</sup>

*Telegrammas.* Confirmamos o nosso de 21 de Setembro ultimo, assim concebido:<sup>2</sup> REBINADOR (have sent remittance through) BENNETT.

Effectivamente<sup>3</sup> telegraphamos-lhes novamente aos Srs. Charles Bennett & Sons para pagar-lhes £1,000 e estamos trabalhando para fazer-lhes nova remessa de modo a pôr a nossa conta em ordem sem grande demora, pois muito nos contraria o contratempo havido, e que lhes deu motivo para se queixarem<sup>4</sup> de que tratamos a sua estimada firma differentemente das outras d'ahi<sup>5</sup> com quem trabalhamos.

Realmente VV. SS. têm toda a razão para assim julgarem,<sup>6</sup> pois não lhes compete saber<sup>7</sup> do que se passou aqui em Bahia, entretanto podemos assegurar-lhes que o nosso Chefe<sup>8</sup> Snr. Affonso Chagas exigio que lhes fosse pago<sup>9</sup> o que lhes era devido, e como não tivesse sido cumprida a sua determinação, que era feita baseada no acordo feito por elle em 19..., é

1. *A que devamos resposta*, to which we have to reply. Note the use of Subjunctive (following a negative). 2. *Assim concebido*, lit.: thus conceived or couched; i.e., as follows. 3. *Effectivamente*, indeed, as a matter of fact. 4. *Lhes deu motivo para se queixarem*, gave you a reason to complain. 5. *D'ahi*, of there, of your place (or town). 6. *Tem toda a razão para assim julgarem*, have every reason to think so. 7. *Não lhes compete saber*, you cannot be aware. 8. *O nosso chefe*, our chief or principal. 9. *Exigio que lhes fosse pago*, insisted that you should be paid.

que foi resolvida a dissolução da firma, para ser eliminado o elemento<sup>10</sup> que era contrario á bôa tradição da firma, que havia sempre cumprido os seus compromissos e tratos. O nosso socio Snr. Affonso Chagas já escreveu aos seus dignos Srs. Harris e Thomas e por esta mala escreverá novamente aos Amigos, na certeza de que, explicado bem o facto e as nossas contas postas em ordem, não teremos mais occasião de registrar<sup>11</sup> semelhantes factos, que muito deploramos.

E esperando que os Amigos não conservem a má impressão deixada por este incidente, aproveitamos o ensejo para repetir-lhes os nossos attenciosos comprimentos.

AFFONSO CHAGAS E CA.

10. *Para ser eliminado o elemento*, in order that the element . . . could be removed. 11. *Não teremos mais occasião de registrar*, we shall have no further occasion to register, to record, to note.

## 71. Regarding Shipments.

MANCHESTER, 24th January, 19..

MESSRS. JORGE NUNES E CA.,  
Pernambuco.

Dear Sirs,

In further reply<sup>1</sup> to your enquiry about the shipment<sup>2</sup> made by the steamer "Belgic," we are sorry to say there was not sufficient time in which to examine the parcel in the customary careful manner,<sup>3</sup> owing to the short notice given to us<sup>4</sup> on this occasion. You will no doubt be glad to know that we succeeded in forwarding<sup>5</sup> all the goods to the docks<sup>6</sup> on Tuesday morning,<sup>7</sup> and you may rely upon receiving<sup>8</sup> the numerous documents relating to the shipment early next week.<sup>9</sup>

We are confident that<sup>10</sup> you will find the goods in first-class

1. In further reply, *referindo-nos novamente*. 2. Your enquiry about the shipment, *a sua solicitação* (*indagação* or *pergunta*) quanto ao *embarque* (or *remessa*). 3. In the customary careful manner, *na maneira cuidadosa de costume*. 4. The short notice given to us, *o curto aviso que nos deram*. 5. We succeeded in forwarding away, *nos arranjamos para* (or *logramos*) *expedir*, 6. To the docks, *ás docas* (or *ao porto*). 7. On Tuesday morning, *terça feira á manhã*. 8. You may rely upon receiving, *pódem contar em receber*. 9. Early next week, *no princípio da semana proxima*. 10. We are confident that, *estamos certos* (*temos a certeza* or *temos a convicção*) *de que*.

condition on arrival,<sup>11</sup> as we have been very careful indeed<sup>12</sup> with regard to the packing.

You may recollect that you requested us to make the bales specially secure with extra rope,<sup>13</sup> and you will observe that this matter has received our careful attention, the extra cost<sup>14</sup> being very small indeed.<sup>15</sup> As a matter of fact, time and labour<sup>16</sup> have not been taken into consideration.

Kindly make a careful examination of this lot immediately on arrival, and if you are in a position<sup>17</sup> to purchase an additional quantity just now,<sup>18</sup> we shall be delighted to receive your esteemed commands.

Yours faithfully,

WILLIAM GUNN & CO., LTD.

11. On arrival, *na sua chegada* (or *quando chegarem*). 12. We have been very careful indeed with regard to, *temos tido muito cuidado com*. 13. Make the bales . . . secure with extra rope, *segurar* (or *proteger*) os *fardos com cabos* (or *cordas*) *adiccionaes*. 14. The extra cost, *o augmento de despesas* (or *o custo adicional*). 15. Very small indeed, *muito pequeno deveras*. 16. Labour, *a mão d'obra*. 17. If you are in a position to, *se V. S.<sup>as</sup> estiverem* (or *estejam*) *em condições para*. 18. Just now, *n'este momento*.

## EXERCISES FOR TRANSLATION.

### Market Report.

#### STOCK EXCHANGE.

Londres, 27, á noite.—Mercado satisfactorio, mas Consolidados<sup>1</sup> realisados com o annuncio da proxima emissão do emprestimo<sup>2</sup> do governo canadiano 4 por cento de 5 milhões de libras, a 99 por cento. Caminhos de ferro inglezes<sup>3</sup> com bôa procura. Fundos<sup>4</sup> internacionaes calmos. Valores<sup>5</sup> da Peruvian Corporation sustentados.<sup>6</sup> Steel trust muito procurado<sup>7</sup> devido aos avisos industriaes favoraveis dos Estados Unidos. Os Caminhos de ferro americanos estão em alta<sup>8</sup> calmos, durante o dia eram procurados por New York com o fecho.<sup>9</sup> Canadian Pacific animado<sup>10</sup> e muito

1. *Consolidados*, consolidated funds or annuities; Consols. 2. *Emissão do emprestimo*, issue of the loan. 3. *Caminhos de ferro inglezes*, English rails. 4. *Fundos*, stocks. 5. *Valores*, securities. 6. *Sustentados*, firm. 7. *Muito procurado*, much in demand. 8. *Estão em alta*, are on the rise. 9. *O fecho*, the close. 10. *Animado*, brisk.

firme. Grande Trunk firmado.<sup>11</sup> Caminhos de ferro mexicanos resgatados pelos baixistas.<sup>12</sup> Argentinos e Brazileiros melhores.

Minas de ouro transvaalianas<sup>13</sup> e trusts financeiros firmes com avanço parcial de 1-32 a 1-16. Rhodesianas sustentadas. Diamantiferas<sup>14</sup> firmes. Grupo mineiro russo com alta. Valores da borracha<sup>15</sup> calmos. Petroliferas<sup>16</sup> irregulares.

11. *Firmado*, steady. 12. *Resgatados pelos baixistas*, redeemed (or recovered, bought) by the "bears" (Stock Exchange term). 13. *Minas de ouro transvaalianas*, Transvaal gold mines. 14. *Diamantiferas*, diamond (shares). NOTE: This means—*acções diamantiferas*. 15. *Borracha*, india-rubber. 16. *Petroliferas*, i.e., *acções petroliferas*, petroleums (petroleum shares), oil shares.

### PRODUCE.

Sugar market unchanged. Coffee in good demand<sup>1</sup> for all descriptions,<sup>2</sup> and fancy prices<sup>3</sup> are paid for certain mild parcels,<sup>4</sup> moderate supplies<sup>5</sup> offered in auction;<sup>6</sup> futures quiet,<sup>7</sup> March quoted 65s. 1½d., May, 67s. 6d. Cocoa<sup>8</sup> steady; fair demand.<sup>9</sup> Pepper<sup>10</sup> firm; sustained enquiry.<sup>11</sup> Cloves unaltered.<sup>12</sup> Tapioca in good demand. Shellac<sup>13</sup> is nominal. Rubber steady; crepe sold 2s. 5½d., Pará quoted 2s. 7¾d. Turpentine<sup>14</sup> unaltered.

1. In good demand, *muito procurado*. 2. Descriptions, *classes*. 3. Fancy prices, *preços de fantasia*. 4. Mild parcels, *partidas de (café) doce* (or *suave*). 5. Supplies, *suprimentos* (or *fornecimentos*). 6. In auction, *em leilão*. 7. "Futures," *entregas futuras*. 8. Cocoa, *cacau*. 9. Fair demand, *bôa procura*. 10. Pepper, *pimenta*. 11. Sustained inquiry, *procura sustentada*. 12. Cloves unaltered, *cravos inalterados* (or *sem alteração*). 13. Shellac, *laca em folhas*. 14. Turpentine, *terebentina*.

## LESSON XX.

### Conversational Exercise.

1. At the end of last year the rate of exchange reached 14 per cent. above par.  
Nos fins do anno passado a taxa dos cambios chegou a 14 por cento acima de par.
2. Our efforts have met with excellent success.  
Nossos esforços teem sido coroados de excellente exito.
3. British manufactures are greatly liked in that country.  
As manufacturas britannicas teem grande acceitação na quel paiz.
4. The shortage of steel in the South American markets is being felt more and more.  
A falta de aço nos mercados sul americanos sente-se cada vez mais.
5. The Labour Party makes the suggestion of putting the worker on shorter time.  
O Partido Operario faz a suggestão de colocar o operario a horas reduzidas de trabalho.
6. The most notable demand is for white and coloured yarn, fine counts.  
A procura mais notavel é para fios finos em branco e côres.
7. The quantity of raw material in stock is not enough to go round (*or* does not meet requirements).  
A quantidade em existencia de materia prima não chega para as necessidades.
8. A great many workers are out of employment, and they will have to find work in other branches of industry.  
Um grande numero de operarios se acham desoccupados e terão de encontrar trabalho em outros ramos de industria.
9. During the past year the volume of export was satisfactorily maintained, prices ruling high.  
Durante o anno passado o volume da exportação foi mantida satisfatoriamente, preços regulando elevados.

10. Each year the taxes will be increased by 50 per cent.
11. They are in full swing.
12. We are able to cope with the competition offered in those markets.
13. Our industry includes all branches of manufacture.
14. Although this measure has come very late, it has been none the less well received among the parties concerned.
15. The volume of export is constantly increasing.
16. The steam packet "Cap Arcona" left for Lisbon, and is due to reach there on 7th March.
17. The staff of the W. concern has been engaged on war work.
18. It seems that this industry will soon be brought to a standstill, owing to the absolute lack of materials.
19. Liberal advances are made against shipping documents.
20. We give you full powers to do as you think best.
21. There is no opening for these goods in our country.
22. Our market has been very dull.

Cada anno os impostos serão aumentados em 50 por cento.

Trabalham (*or* operam) com toda a actividade.

Podemos fazer face á competição offerecida naquelles mercados.

A nossa industria comprehende todos os ramos de fabrico.

Com quanto que tenha vindo já tarde tal medida, não deixa de ser bem recebida entre os interessados.

O volume da exportação é cada vez mais avultada.

Saiu para Lisboa o paquete "Cap Arcona," que ahi deve chegar em 7 de Março.

O pessoal da empresa W tem-se ocupado com trabalhos de guerra.

Parece que esta industria virá a ser paralysada em breve por falta absoluta de materias.

Fazem-se adiantamentos liberaes contra documentos de embarque.

Damos-lhes plenos poderes para fazerem o que melhor entenderem.

Estes artigos não têm sahida em nosso paiz.

O nosso mercado tem estado muito frouxo.

23. We have every reason to believe that he has gone bankrupt.

24. This leader (article) was written by the labour leader.

25. The business with this country is not expected to attain great proportions.

Tudo nos leva a crêr que elle se deu por fallido.

Este artigo de fundo foi escripto pelo chefe trabalhista.

Não é de esperar que o negocio com este paiz venha a attingir grandes proporções.

## 72. Letter on General Topics.

RIO DE JANEIRO, 27 de Março de 19..

ILL.<sup>MOS</sup> SRS. PETER SUTHERS & Co.,  
Manchester.

Amigos e Srs.,

Temos em frente<sup>1</sup> o seu estimado favor de 20 de Fevereiro ultimo, capeando factura<sup>2</sup> do seu embarque pelo vapor "Araguaya," na importancia de £94 . 19 . 8, que creditamos em sua conta, valor 5 de Fevereiro.

Já estamos procedendo ao despacho<sup>3</sup> da mercadoria e, logo que saia da Alfandega, conferiremol-a,<sup>4</sup> feito o que<sup>5</sup> pagaremos immediatamente o seu saque de £91 . 0 . 1, a 30 d/v, a favor do London & B. Bank, Ltd., do que lhes daremos aviso.

Juntamos o certificado que nos forneceu a Royal Mail Steam Packet Company, afim de V. S.<sup>as</sup> receberem da Agencia ahi, o retorno de frete<sup>6</sup> sobre o seu embarque pelo vapor "Demerara," cuja quantia creditarão logo que tiverem effectuado o recebimento,<sup>7</sup> avisando-nos.

*Seguro.* Mereceu-nos a devida attenção<sup>8</sup> o que nos informam a tal respeito, e, para evitar difficuldades, que se aggravam ainda mais<sup>9</sup> em consequencia da situação anormal que ainda

1. *Temos em frente*, we have before us; to hand. 2. *Capeando factura*, enclosing invoice. 3. *Estamos procedendo ao despacho*, we are proceeding with the clearance. 4. *Conferiremol-a*, we shall check it (or revise it). 5. *Feito o que*, which being done. 6. *O retorno de frete*, the return freight, rebate on freight. 7. *Logo que tiverem effectuado o recebimento*, as soon as you have received same; upon receipt of same. 8. *Mereceu-nos a devida attenção*, has had our due attention; i.e., we have duly noted. 9. *Que se aggravam ainda mais*, which are becoming still worse.

perdura,<sup>10</sup> achamos de bom alvitre<sup>11</sup> que V. S.<sup>as</sup> continuem a fazer o seguro das nossas mercadorias contra todos os riscos, como até o presente têm feito.

Sem mais por agora, somos com muita estima e apreço,  
De V. S.<sup>as</sup>,

Am.<sup>s</sup> e Cr.<sup>ds</sup> Obr.<sup>s</sup>,

JOÃO COIMBRA E CO.

10. *Que ainda perdura*, which is still lasting. 11. *Achamos de bom alvitre*, we quite approve. Literally: we find it quite expedient.

### 73. Letter Regarding Wines.

LONDON, 16th April, 19..

MESSRS. BERNARDINO ROQUE E CO.,  
Oporto.

Dear Sirs,

We are in receipt of your esteemed favour of the 10th inst., and also your samples and price lists, for which we are much obliged.

In reply to your proposals, we beg to inform you that, although we do an extensive wholesale trade<sup>1</sup> in French and Spanish wines,<sup>2</sup> our sales of Portuguese wines are rather limited, and we would rather receive these wines on consignment.<sup>3</sup> If you care to send<sup>4</sup> us your wines on consignment, we should require a commission<sup>5</sup> of 5 per cent. on the ordinary qualities and 10 per cent. on the finer wines; all sales to be guaranteed by us,<sup>6</sup> and account-sales<sup>7</sup> would be sent and paid every three months.

The insurance, casks, carriage, and incidental expenses<sup>8</sup> to be for your account.

In anticipation of<sup>9</sup> an early reply,

We are, dear Sirs,

Yours faithfully,

HARGREAVES BROWN & CO.

1. Wholesale trade, *commercio por atacado* (or *em grosso*). 2. Wines, *vinhos*. 3. On consignment, *em consignação*. 4. If you care to, *se V. S.<sup>as</sup> quizerem*. 5. A commission, *uma comissão*. 6. All sales to be guaranteed by us, *todas as vendas serão garantidas por nós*. 7. Account-sales, *conta de venda*. 8. Incidental expenses, *despezas extraordinárias*. 9. In anticipation of . . . . *na expectativa de*.

## 74. Complaint on Goods.

RIO DE JANEIRO, 8 de Fevereiro de 19..

ILL.<sup>MOS</sup> SRS. RUDD, BAXTER & Co.,  
Manchester.

Amigos e Srs.,

Confirmamos a nossa respeitosa de hoje.

*Voile Preto e Branco* 153. Por este correio, registrado,<sup>1</sup> remetemos a VV. SS. 15 jardas de Voile preto, para que os Amigos vejam como nos foi entregue esta fazenda. A tinturaria<sup>2</sup> é a peior possivel, e nenhum dos nossos clientes quer compral-a, pois parece fazenda avariada. Alem do defeito de tinturaria, ha as differenças de largura.<sup>3</sup> A fazenda não foi tratada convenientemente pelo aprestador,<sup>4</sup> de modo que ha em uma peça diversas larguras entre 54 c/m<sup>5</sup> a 58 c/m.

Estas duas caixas estavam vendidas a 1\$150 e o nosso cliente nol-as devolveu pelo defeito a que acima nos referimos, e não quiz ficar com ellas nem com<sup>6</sup> 30 por cento de abatimento.

Este facto vem mais uma vez provar<sup>7</sup> que os seus empacotores não prestão grande attenção na repassagem das fazendas<sup>8</sup> e isso vem-nos perjudicar muito.

Queiram, pois, recommendar este serviço, pois do contrario teremos constantemente dissabores,<sup>9</sup> sem nenhum proveito nem para VV. SS. nem para nós, pois quando as fazendas são bem entregues pôde-se ganhar dinheiro.

Queiram obter do fabricante uma bonificação que nos acoberte de prejuizo,<sup>10</sup> e darem-nos por volta do correio a respectiva nota de credito.

Sem outro assumpto por hoje, aproveitamos o ensejo para reiterar-lhes as nossas mais distintas saudações,

BARROSO FREITAS E CA.

1. *Registrado*, registered. 2. *A tinturaria*, the dye, the dyeing. 3. *Largura*, width. 4. *A prestador*, finisher. 5. *C/m*, centimetros, centimeters. 6. *Não quiz ficar com ellas nem com*, he did not wish to (he refused to) keep them even with. 7. *Vem mais uma vez provar*, goes once more to prove. 8. *Na repassagem das fazendas*, in passing (or checking) the goods. 9. *Dissabores* unpleasantness, annoyance. 10. *Que nos acoberte de prejuizo*, which may cover us against loss.

## EXERCISES FOR TRANSLATION.

## BOLSAS ESTRANGEIRAS.

Berlim, 27, á noite.—Tendencia firme, por sympathia com New-York, assim como sobre relatorios<sup>1</sup> mais satisfactorios vindos dos centros industriaes e sobre a melhoria do mercado belga dos aços.

Os negocios foram bastante animados, principalmente os valores metallurgicos,<sup>2</sup> e os bancos russos.

Mais tarde, a firmeza manifestou-se ainda maior<sup>3</sup> e os valores de electricidade, assim como os metallurgicos foram muito procurados. Valores de navegação<sup>4</sup> calmos.

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Londres, 27....—O nosso mercado mostra-se mais activo, e vê manifestar-se uma melhoria bastante sensivel<sup>7</sup> das cotações desde a abertura e a firmeza accentua-se<sup>8</sup> ainda durante o mercado.

Os Consolidados ingleses comtudo, foram realizados á noticia de<sup>9</sup> um emprestimo canadiano 4 por cento de 5 milhões de £ st. a 99 por cento. Caminhos de ferro ingleses pedidos.<sup>10</sup>

As minas de ouro estão sustentadas ás cercanias das<sup>11</sup> suas cotações de hontem. A De Beers foi objecto de resgates activos.<sup>12</sup>

As cuprificeras inscreveram-se com alta<sup>13</sup> por sympathia com o mercado do metal.

Paris, 27.—A resposta de fim do mez traduziu-se na maior parte<sup>14</sup> dos grupos pelo abandono puro e simples das *primes*.<sup>15</sup>

1. *Relatorios*, reports. 2. *Valores metallurgicos*, metal values (or securities). 3. *A firmeza manifestou-se ainda maior*, firmness became still more apparent. 4. *Valores de navegação*, shipping shares. 5. *Dia a dia*, day by day, from day to day. 6. *Particular*, private. 7. *Vê manifestar-se uma melhoria bastante sensivel*, quite an appreciable improvement was visible. 8. *A firmeza accentua-se*, firmness becomes accentuated, there is more firmness. 9. *A noticia de*, on receipt of news of. 10. *Pedidos*, in demand. 11. *Ás cercanias das*, in the neighbourhood of the. 12. *Foi objecto de resgates activos*, briskly changed hands. 13. *As cuprificeras inscreveram-se com alta*, coppers (from cobre, copper) (copper shares) were booked at an advance. 14. *Traduziu-se na maior parte*, showed itself in the majority. 15. *Primes*, French word meaning: options (Stock Exchange).

Esta operação não causou muita animação no mercado, mas, a firmeza de hontem accentuou-se sensivelmente,<sup>16</sup> porque os vendedores sentiram a necessidade de se resgatarem para a liquidação.<sup>17</sup>

16. *Accentuou-se sensivelmente*, was appreciably felt, became appreciably accentuated. 17. *De se resgatarem para a liquidação*, to redeem themselves (to buy) for the settling-day.

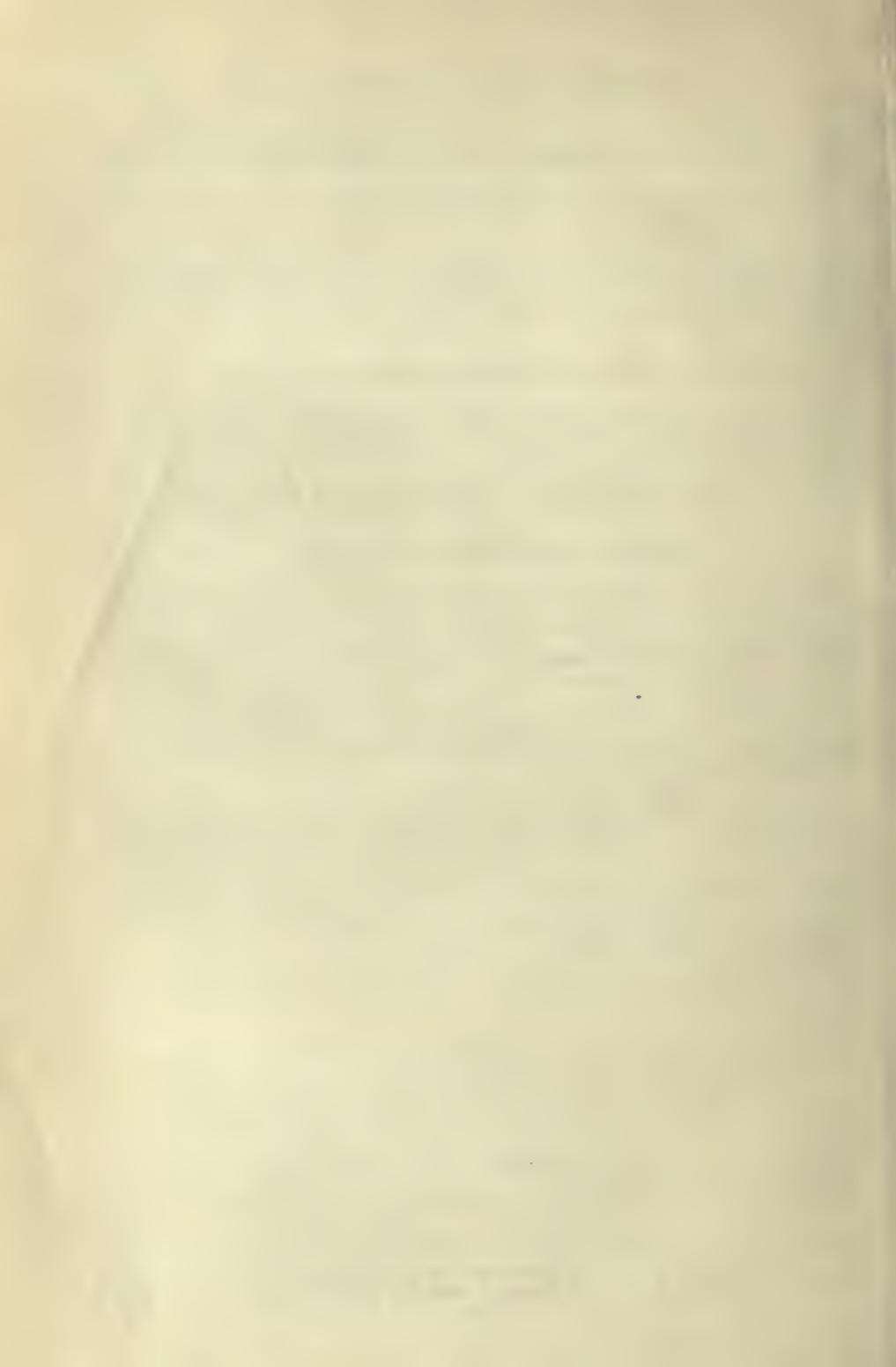
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1. Unchanged, *sem variação*. 2. Spot, *disponível*. 3. Discount rates, *as taxas do desconto*. 4. Short bills, *letras a curto prazo*. 5. Are called upon to, *estão obrigados a*. 6. Top prices, *preços mais altos*. 7. All along the line, *em geral, em toda a linha*. 8. In an uncompromising mood, *intransigentes; inflexíveis*. 9. Are being picked up, *se resgatam*. 10. Quarterly, *de trimestre*; *trimensas*. 11. Are well founded, *estão bem fundadas*. 12. A fair and well-spread business, *operações regulares e extensivas*.



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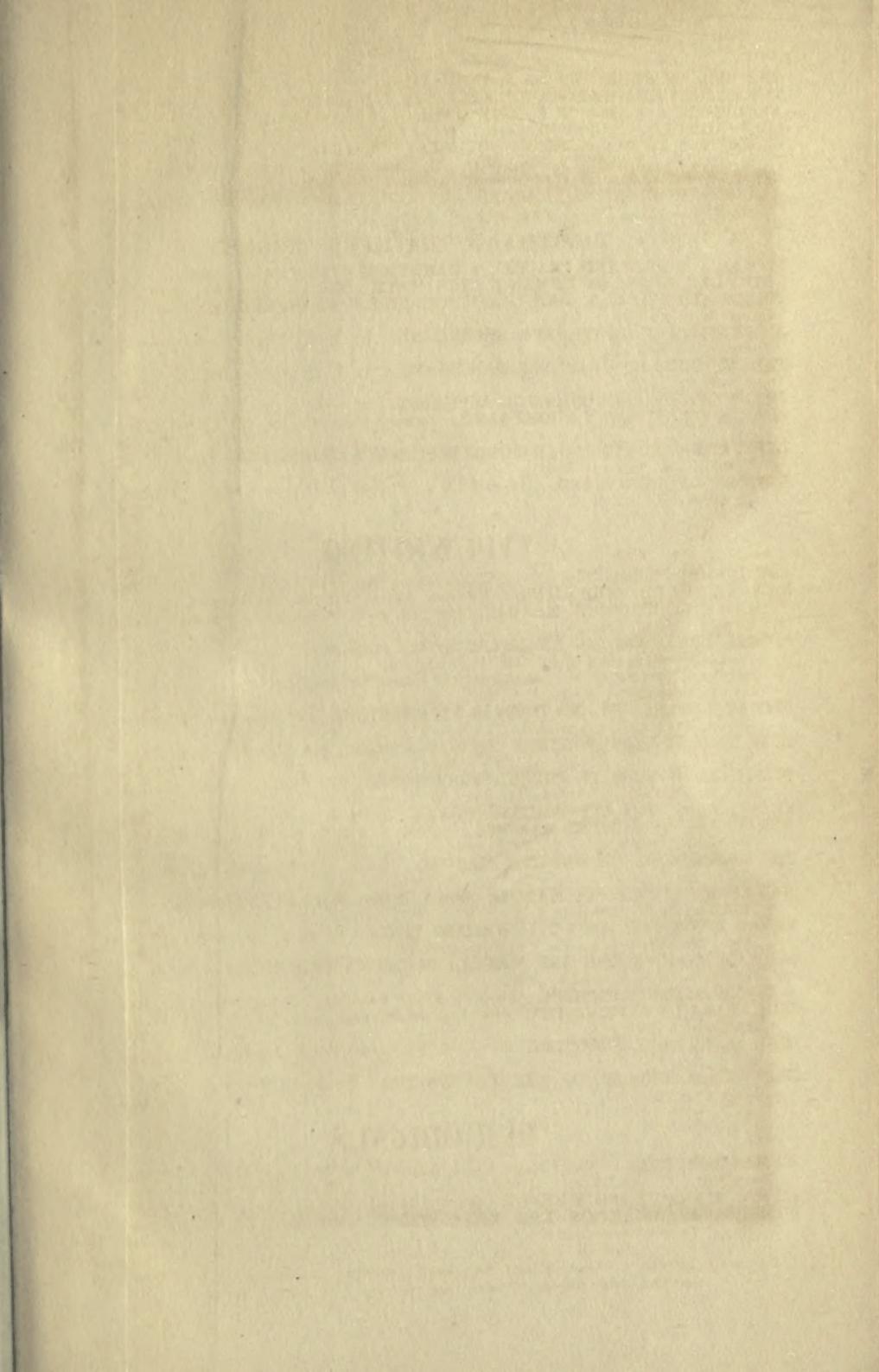
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